

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Monday, January 22, 2024
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. Strategic Plan Discussion
- XI. Adjournment

Next Meeting: Monday, February 26, 2024 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

December 21, 2023

I. Call to order/Roll Call

Vice-President Merrily Dixon called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:32 p.m. on December 21, 2023 at the Fort Dodge Public Library.

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

II. Approval of Agenda

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

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills and Financial Reports

A. Kelleher moved payments in the amount of \$6,402.91 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.

B. Kelleher moved payments in the amount of \$7,4414.67 to be approved in the City Funds Accounts. Kramer seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

A. Foundation – no meeting.

B. Friends – no meeting.

VIII. Directors Report

Budget

- The revised FY25 budget is included in this month's packet.
- Fort Dodge Fiber's bid came in as the lowest monthly rate for internet services. Schmidt plans to sign a five-year contract with them beginning July 1st. The bid matrix is included in this month's packet.

Programming

- Schmidt held adult coloring at St. Olaf Church on December 18th and plans to hold another session in January.
- Schmidt will speak to the Fort Dodge Noon Sertoma club on January 4th.
- Erika is doing a visions board program for adults and teens on January 16th.

Building

- 365 Mechanical has begun work on the pipes for the boilers. They should finish up next week. This project will address the issues of the boilers shutting themselves off.

Policies

- All policies with reference to fines have been revised and are included in this month's packet. This will allow the library to go fine free.

Misc.

- Schmidt spoke with Paul Stevens who will have a piece in the Messenger in January on the library.
- The library's new website will be highlighted in the city's column for the Messenger soon.

IX. Old Business

- A. Approve FY25 Budget Proposal – Fines were dropped to zero. There was an increase in personnel due to a missed step increase, and an increase in travel, meals, lodging for staff anniversaries. A motion to approve the revised budgets totals was moved by Kelleher. Kramer seconded. Motion carried.

X. New Business

- A. Annual Review – Director – The annual review has been completed. The Board commended Schmidt for her handling of staffing changes and her advocacy and passion for the library. Hindman will obtain Schmidt's signature and submit the review to Human Resources.
- B. Borrowing Library Materials Policy – Revision
- C. Fines and Fees Addendum – Revision
- D. Library Cards and Card Holder Responsibilities Policy – Revision
- E. Public Access Computers Policy – Revision

After reviewing all policies up for revision and Kelleher noting a typo, Griffith moved to approve all policy revisions collectively. Kelleher seconded. Motion carried.

XI. Adjournment

Kramer moved a motion to adjourn. Seconded by Kelleher. The motion carried. The meeting was adjourned at 4:01 p.m.

**FDPL Memorial Account
Ending January 31, 2024**

Accounts	Beginning Balance	January Income	January Expense	YTD Expense	Remaining Balance	% Expended
Children's Programming	5,168.28		108.47	5,843.49	4,562.74	56%
Adult Programing	370.38			356.19	119.09	75%
YA Programming	1,481.74			466.37	1,015.37	31%
Magazine/Newspapers	2,981.98		199.50	5,996.56	3,485.42	63%
General Donations & Gifts	3,196.63	140.00	277.28	2,015.19	3,788.02	35%
Donation Box	3,751.57	1.25		133.38	3,748.08	3%
Vend Print	10,213.82		162.35	1,300.44	10,481.33	11%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	1,796.27	107.75	192.47	956.97	1,885.63	34%
Interlibrary Loan	3,956.19			18.00	3,938.19	0%
Library Cards	331.55	3.00		-	368.55	0%
Administrative Programming	245.16			-	449.86	0%
Ann Smeltzer Charitable Trust	2,937.09			602.77	8,334.32	7%
Maxine Hillesland Trust	39,153.76			20,880.27	43,888.79	32%
Shiny Top Adult Programming	44.74			44.74	-	100%
Dolores Schermer Estate	10,492.42			-	10,492.42	0%
	88,910.94	252.00	940.07	38,614.37	99,347.17	28%
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>
4883	1/16/2024	WellsFargoVisa#4138,3391 ch & adult prg, de-escalation train.	070440	6419	\$ 262.01	\$108.47 Ch Prg (Friends), \$153.54 vendprint
4884	1/22/2024	Amazon Capital Services DVDs, supplies, programming	002348	6419	\$ 215.30	\$199.50 magazines (Friends), \$6.99 L&P, \$8.81 vendprint
4885	1/22/2024	Cengage Learning/Gale replacement LP	001693	6419	\$ 91.17	L&P
4886	1/22/2024	Center Point Large Print gift books	016050	6419	\$ 71.31	general gifts
4887	1/22/2024	Ingram gifts/memorials, L&P	056900	6419	\$ 300.28	\$205.97 general gifts \$94.31 L&P
total					\$ 940.07	

Accounts Payable Invoice Report

G/L Date Range 01/01/24 - 01/31/24
 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									
35700928	copier lease	Edit		01/11/2024	01/23/2024	01/22/2024			308.82
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		<u>\$308.82</u>
Vendor 41865 - ACCO BRANDS USA LLC									
4728018060	lamin	Edit		12/26/2023	01/23/2024	01/22/2024			222.72
			Vendor 41865 - ACCO BRANDS USA LLC Totals			Invoices	1		<u>\$222.72</u>
Vendor 1162 - BLACKSTONE PUBLISHING									
2135602	audio books	Edit		01/05/2024	01/23/2024	01/22/2024			76.00
2137644	audio books	Edit		01/18/2024	01/23/2024	01/22/2024			250.33
			Vendor 1162 - BLACKSTONE PUBLISHING Totals			Invoices	2		<u>\$326.33</u>
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC									
01005034	misc bldg supp	Edit		01/11/2024	01/23/2024	01/22/2024			149.00
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	1		<u>\$149.00</u>
Vendor 40455 - FRONTIER COMMUNICATIONS									
10724	line charge	Edit		01/07/2024	01/23/2024	01/22/2024			60.64
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		<u>\$60.64</u>
Vendor 39115 - GIFT AND MEMORIAL ACCOUNT									
WF Coon Anniv	Jessica Coon Anniversary	Edit		12/06/2023	01/23/2024	01/22/2024			104.41
			Vendor 39115 - GIFT AND MEMORIAL ACCOUNT Totals			Invoices	1		<u>\$104.41</u>
Vendor 52495 - IOWA COMMUNICATIONS NETWORK									
687383 LIB	internet services	Edit		01/03/2024	01/23/2024	01/22/2024			249.90
			Vendor 52495 - IOWA COMMUNICATIONS NETWORK Totals			Invoices	1		<u>\$249.90</u>
Vendor 71530 - C.H. MCGUINNESS CO., INC.									
231816	svc boilers	Edit		01/08/2024	01/23/2024	01/22/2024			914.75
			Vendor 71530 - C.H. MCGUINNESS CO., INC. Totals			Invoices	1		<u>\$914.75</u>
Vendor 73975 - MID-AMERICAN ENERGY									
548559611	electricity charges	Edit		01/16/2024	01/23/2024	01/22/2024			2,398.65
			Vendor 73975 - MID-AMERICAN ENERGY Totals			Invoices	1		<u>\$2,398.65</u>
Vendor 130076 - TODAY'S BUSINESS SOLUTIONS, INC.									
15814	annual licenses & maint. on Scan EZ	Edit		01/12/2024	01/23/2024	01/22/2024			3,657.60
			Vendor 130076 - TODAY'S BUSINESS SOLUTIONS, INC. Totals			Invoices	1		<u>\$3,657.60</u>
Vendor 2253 - WOODRIVER ENERGY LLC									
376696	#6323	Edit		01/19/2024	01/23/2024	01/22/2024			1,051.03
			Vendor 2253 - WOODRIVER ENERGY LLC Totals			Invoices	1		<u>\$1,051.03</u>
			Grand Totals			Invoices	12		<u><u>\$9,443.85</u></u>

Director's Report – January 2024

Budget

- Our FY25 budget presentation is scheduled for 5:00 p.m. – 6:00 p.m. on Monday, January 22nd prior to the regular City Council meeting.
- If passed, the proposed utility franchise fee being considered by the council will also benefit the Library. A portion of the monies raised by the new fee would be used to help offset (decreasing) tax revenues that are now allocated to fund “quality of life” departments like the Library, Parks & Rec, and the Karl King Band.
- The window for filing our E-rate form 471 requesting a discount on our Internet services opens Wednesday, January 17th. I hope to have it completed and submitted by Thursday, February 1st.

Programming

- I will be hosting an adult coloring session at St. Olaf's Lutheran Church on Monday, January 29th from 1:00 p.m. – 3:00 p.m.
- Erika is collaborating with the owner of the Green Dragon Bookshop to host a puzzle competition at the Library on Saturday, January 27th. Teams of up to four people will compete to put together a 500-piece puzzle, with the team finishing first winning a prize provided by the bookshop. If a team is unable to afford the \$15.00 registration fee, the Library will pay for their puzzle.
- Registration for Storytime will kick off on Thursday, January 25th. Sessions start on Wednesday, January 31st (10:30 a.m.) and Thursday, February 1st (4:00 p.m.) and will run through mid-April.
- Erika is planning to hold a puzzle swap on Saturday, February 17th.

Building

- After 365Mechanical installed the new 4” pipe from the boilers to the west side of the building, we were still having problems with them tripping. Troy Brandt (building maintenance supervisor) contacted C.H. McGuiness to have the boilers serviced. They installed new flame rods and sensors and cleaned the heat exchanger. Because our boilers run year-round, McGuiness recommended that this be done every two years to help prevent this problem in the future.

Employee News

- Jessica Coon, our Library Assistant II who works in the Children's Department, had a baby boy on December 26th. Both mother and baby are doing well and Jessica should be back to work sometime in March.
- Our part-time Library Assistant I, Savannah Benson, resigned in late December after getting a fulltime job with Nestle Purina. We had 40 people apply for her position and I will be interviewing candidates January 18th and 19th. My goal is to have someone hired and on staff by February 20th.

Strategic Plan Options

Our current strategic plan runs through December 31, 2024. The Board needs to start thinking about how it wants to approach the process of revising/creating a plan for the

next five years. I contacted Maryann Mori, our district consultant, about what options the Board has for gathering information/input when drafting a new plan. Listed below are some of the methods she suggested/can assist with.

- Revision of existing plan - can revisit goals and objectives not met and add additional goals/objectives that may have grown out of response to/changes in services due to impact of COVID
- Strategic Planning for Results model created by the Public Library Association - involves a three-hour focus group meeting of community members facilitated by Maryann.
- Variation on Strategic Planning for Results model – Focus group of community members created and then interviewed by phone by Maryann
- Utilization of existing/new community surveys and demographic data – method used in the creation of our current plan

Fort Dodge Public Library – December 2023

Circulation

2023: 4,945

2022: 5,647

Gate Count

2023: 3,696

2022: 3,444

Internet Computers Use

Total Number of Logins: 297

Total Time Used: 9 days 21 hours 27 minutes

Average Time Used: 48 minutes

Public WiFi Use

Number of Unique Users: 16

Total Session Count: 43

Total Time Used: 208 hours 54 minutes

Avg. Session Time: 4 hours 51 minutes

Library Programs - Adults

Number of Programs: 4

Total Participation: 34

Library Programs - Teens

Number of Programs: 1

Total Participation: 0

Library Programs - Children

Number of Programs: 7

Total Participation: 512

Adventure Pass Use

Total Number of Passes Borrowed: 6

Blank Park Zoo: 0; Des Moines Botanical Gardens: 1; Des Moines Children's Museum: 1;

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

Hoopla Usage

New Patrons: 6

Unique Patrons: 113

Circulations: 586

Avg. Circs/Patron: 5

Avg. Circ Price: \$1.99

Amount Spent: \$1,290.38

ScanEZ Usage

Total Number of Pages: 902

Total Number of Jobs: 166

Scan to Copy: 528 pages (\$83.40)

Scan to Fax: 182 pages (\$42.75)

Scan to Email: 102 pages (no charge)

Scan to GoogleDocs: 88 (no charge)

Scan to Translation: 1 page (no charge)

Scan to Restore: 1 page (no charge)

Total Payments: \$126.15

Ending January 31, 2024

FDPL Foundation Fund

	YTD Budget	January Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
228 Advertising	7,552.77	150.00		6,457.77	6,307.77	16%
248 Adult Programming	11,916.51	113.32		10,561.46	10,448.14	12%
___Young Adult Programming	3,000.00			3,000.00	3,000.00	0%
260 Technology	70,700.63	16,248.44		56,132.49	39,884.05	44%
268 Audio/Visual Materials	16,122.83			15,275.19	15,275.19	5%
278 Staff Development	5,932.45			4,874.78	4,874.78	18%
301 Building Supplies	7,784.16	59.50		1,961.30	1,901.80	76%
321 Operating Supplies	2,223.32			1,330.42	1,330.42	40%
610 Adult Materials	71,724.70	2,705.32		67,105.78	64,400.46	10%
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	339.13		26,537.74	26,198.61	16%
	277,456.56	19,615.71	-	241,623.42	222,007.71	20%

FDPL-F Deardorf

	YTD Budget	January 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			2,534.29	2,534.29	87%
520 Children's Materials	10,000.00	1,409.59		5,723.77	4,314.18	57%
540 Young Adult Materials	5,030.48	1,129.53		2,540.94	1,411.41	72%
568 Adult Audio/Visual Materials	43,576.39	308.85		41,786.39	41,477.54	5%
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%
	125,266.79	2,847.97	-	85,775.74	82,927.77	34%

FDPL-F AXY Fdn Grant

	YTD Budget	January 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	50,813	477,695	53.87%
GENERAL REVENUES				
(41005) PROPERTY TAX, PUBLIC LIBRARY	521,425	14,201	302,333	57.98%
(43915) WEBSTER CO- LIBRARY	142,000	23,805	71,415	50.29%
(44810) LIBRARY CHARGES, FEES	4,000	296	3,433	85.81%
(45020) LIBRARY FINES, FORFEITURES	2,000	64	804	40.22%
(46010) INTEREST - LIBRARY	1,500	985	4,558	303.85%
(49110) LIBRARY EMPL BENEFITS REIMB	215,772	11,461	95,152	44.10%
	Budget	MTD	YTD	% Expended
Expenses	886,697	61,094	423,855	47.80%
PERSONNEL SERVICES				
(6100) ALL PERSONAL SERV	568,125	43,087	268,388	47.24%
(6129) FICA CONTRIB	35,225	2,639	16,861	47.87%
(6130) MEDICARE CONTRIBUTION	8,238	617	3,943	47.87%
(6131) CITY CONTRIB FOR IPERS	53,632	4,067	25,930	48.35%
(6137) GROUP INSURANCE	118,677	4,138	56,272	47.42%
CONTRACTUAL SUPPLIES & SVCS				
(6207) PROFESSIONAL FEES	750	0	842	112.24%
(6249) POSTAGE	3,000	0	0	0.00%
(6251) FREIGHT	150	0	30	20.00%
(6259) MAINTENANCE CONTRACTS	24,000	1,610	15,443	64.35%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	9	845	8.45%
(6268) INTERNET SERVICES	3,600	250	1,250	34.71%
(6271) TELEPHONE SERVICE	800	61	362	45.29%
(6281) GAS/ELECTRICITY COMBINED	48,000	4,002	28,842	60.09%
COMMODITIES				
(6301) BUILDING SUPPLIES	12,500	614	4,847	38.78%
(6321) OPERATING/VEHICLE SUPPLIES	7,500	216	2,660	35.47%
	5,000	398	2,187	43.75%

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	3348.84	3,349	111.63%
Expenses				
(6480) BOOKS, ADULT	3,000	0	0	0.00%
ENRICH IOWA FUNDS				
Revenues				
(43379) ENRICH IOWA GRANT	6,500	0	7,692	118.33%
Expenses				
(6480) BOOKS, ADULT	6,500	896	2,378	36.58%