

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Monday, December 23, 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
 - a. Annual Review - Director
 - b. Revised FY26 Budget Review
- X. New Business
 - a. Contract for Library Space Audit
 - b. Adult Services Revised Job Description
 - c. Youth Services Revised Job Description
- XI. Adjournment

Next Meeting: Monday, January 27, 2025 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

November 25, 2024

I. Call to order/Roll Call

President Merrily Dixon called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:32 p.m. on November 25, 2024 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), James Kramer, Sheryl Griffith, Merrily Dixon, Brittney Hindman, 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 October meeting minutes was made by Kelleher and seconded by Hindman. Motion carried.

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- A. Kelleher moved payments in the amount of \$3,460.77 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.
- B. Kramer moved payments in the amount of \$5,246.00 to be approved in the City Funds Accounts. Griffith seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

- A. Foundation – It has been a good year for the stock so monies are good. There was discussion of how funds are invested and the cost of investments if costs could be lowered.
- B. Friends – The bookstore is doing well. Brown Bags are being planned for April 2025.

VIII. Directors Report

Budget

- The preliminary FY26 budget is included in this month's packet. It includes increases in revenues from Webster County, and in the expenses for personnel, professional fees, postage, maintenance contracts, and telephone services. There will be decreases in internet services, travels/meals/lodging and the freight line will be eliminated. It reflects the transfer of Scharfenburger Funds to Capital Revenues for the anticipated remodel.

Programming

- FDPL will host an activity for children and families during a special Ribbon Cutting/Open House being held at City Hall on Wednesday, December 18th from 4:30-7:00.
- Magnatiles and craft activities will be available in the Children's Department on the following days: November 27th, December 7th, December 21st.
- Laurie has started booking performers for next summer's Tuesday Adventures.
- There have already been 1,294 views of some of the virtual programs available through the Library Speakers Consortium.
- Erika plans to host mini-golf for teens and adults again on a Saturday in January.

- The Adventure Pass program host is shutting down as of December 3, 2024. The passes will pause beginning January 1, 2025 until another vendor can be found to host the bookings.

Personnel

- The Board needs to complete Schmidt's annual review in the next two months.
- Schmidt hopes to have the new Library Assistant I begin shortly after January 1, 2025.
- Schmidt recommends the Board vote to promote the part-time Library Assistant Is to part-time Library Assistant IIs starting July 1, 2025. Reasons for this change include better customer service, increased staffing flexibility, and one set of training/continuing education/annual review standards.

Misc.

- The Friends will be purchasing new staff chairs for the service desks since the current ones are from 2001. The chairs should arrive in 4-6 weeks once ordered.
- The new self-checkout has arrived. It still needs assembled/configured for patrons to use. The company is currently working on a way to prevent patrons from using the app to check out DVDs. FDPL will wait on publicizing until there is a solution, hopefully in early January.

IX. Old Business

X. New Business

- A. Library Assistant Positions Change – The benefits of the change and the increase in the personnel budget line were discussed. A motion to approve the change of Library Assistant Is to Library Assistant IIs was moved by Kelleher and seconded by Griffith. Motion carried.
- B. Preliminary FY26 Budget Review – A motion to approved the proposed budget was moved by Kramer and seconded by Hindman. Motion carried.
- C. Policy Revision – Displays in the Library – minor changes in phrasing/wording. A motion to approve the revised policy was moved by Kelleher and seconded by Griffith. Motion carried.

XI. Adjournment

Griffith moved a motion to adjourn. Seconded by Dixon. The motion carried. The meeting was adjourned at 4:18 p.m.

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

| Accounts | Beginning Balance | December Income | December Expense | YTD Expense | Remaining Balance | % Expended |
|-------------------------------|------------------------------|----------------------------|-----------------------------|------------------------|------------------------------|-----------------------|
| Children's Programming | 6,613.56 | | | 6,154.74 | 6,613.56 | 48% |
| Adult Programing | 1,196.61 | | | 611.12 | 1,196.61 | 34% |
| YA Programming | 1,749.06 | | | 14.38 | 1,749.06 | 1% |
| Magazine/Newspapers | 2,176.56 | | | 1,041.11 | 2,176.56 | 32% |
| General Donations & Gifts | 3,096.21 | 120.00 | 357.50 | 3,423.92 | 2,858.71 | 54% |
| Donation Box | 4,213.39 | 5.00 | 30.00 | 573.04 | 4,188.39 | 12% |
| Vend Print | 9,888.99 | | | 834.52 | 9,888.99 | 8% |
| Meeting Room | 2,789.36 | | | - | 2,789.36 | 0% |
| Lost & Paid/Processing Fees | 2,212.94 | 60.30 | 73.36 | 1,259.95 | 2,199.88 | 36% |
| Interlibrary Loan | 3,873.54 | | | 43.99 | 3,873.54 | 1% |
| Library Cards | 20.00 | 1.00 | | 464.55 | 21.00 | 96% |
| Administrative Programming | 629.55 | | | - | 629.55 | 0% |
| Ann Smeltzer Charitable Trust | 11,376.52 | | 443.85 | 637.53 | 10,932.67 | 6% |
| Maxine Hillesland Trust | 58,173.69 | | 574.99 | 9,635.80 | 57,598.70 | 14% |
| Dolores Schermer Estate | 4,035.30 | | | 4,882.12 | 4,035.30 | 55% |
| | 112,045.28 | 186.30 | 1,479.70 | 29,576.77 | 110,751.88 | 21% |
| Scharfenberg Monies | 712,247.70 | | | - | 712,247.70 | 0% |

Fort Dodge Public Library
Gift Memorial - Checks for Approval

| <u>Check #</u> | <u>Date</u> | <u>Vendor</u> | <u>Vendor#</u> | <u>Amount</u> | <u>Line Item</u> |
|----------------|-------------|--|----------------|---------------|--|
| 4962 | 12/3/2024 | Secretary of State notary fees | 000810 | \$ 30.00 | Donations |
| 4963 | 12/23/2024 | Amazon Capital Services replacement book, UPS Battery | 002348 | \$ 274.97 | \$259.99 Hillesland \$14.98 L&P |
| 4964 | 12/23/2024 | Cengage Learning/Gale replacement& gift books, book kit | 001693 | \$ 553.41 | \$51.18 general gift, \$58.38 L&P \$443.85 Smeltzer |
| 4965 | 12/23/2024 | Bemrich Electric wifi issues, remapped drives | 008230 | \$ 315.00 | Hillesland |
| 4966 | 12/23/2024 | Ingram gifts/memorials | 056900 | \$ 306.32 | general gifts |
| | | | | \$ 1,479.70 | |

Accounts Payable Invoice Report

G/L Date Range 12/01/24 - 12/31/24
 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 | | | | | | | | | |
| 38090073 | copier lease | Edit | | 12/11/2024 | 12/24/2024 | 12/23/2024 | | | 330.44 |
| | | | Vendor 747 - ACCESS SYSTEMS Totals | | | Invoices | 1 | | <u>\$330.44</u> |
| Vendor 2348 - AMAZON CAPITAL SERVICES | | | | | | | | | |
| 1CYQ-L4KG-4MJT | misc office supp | Edit | | 12/09/2024 | 12/24/2024 | 12/23/2024 | | | 126.72 |
| | | | Vendor 2348 - AMAZON CAPITAL SERVICES Totals | | | Invoices | 1 | | <u>\$126.72</u> |
| Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC | | | | | | | | | |
| 01015705 | misc bldg supp | Edit | | 12/04/2024 | 01/03/2025 | 12/23/2024 | | | 84.00 |
| 01016070 | grout pad 14 x 20 | Edit | | 12/12/2024 | 12/24/2024 | 12/23/2024 | | | 162.00 |
| 01016120 | misc bldg supp | Edit | | 12/13/2024 | 12/24/2024 | 12/23/2024 | | | 30.00 |
| | | | Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals | | | Invoices | 3 | | <u>\$276.00</u> |
| Vendor 20400 - CORNWELL & CO, PC | | | | | | | | | |
| audit 6-30-23LIB | audit for 6-30-23 | Edit | | 12/10/2024 | 12/24/2024 | 12/23/2024 | | | 147.90 |
| | | | Vendor 20400 - CORNWELL & CO, PC Totals | | | Invoices | 1 | | <u>\$147.90</u> |
| Vendor 24590 - DEMCO | | | | | | | | | |
| 7579577 | misc office supp | Edit | | 12/12/2024 | 12/24/2024 | 12/23/2024 | | | 122.40 |
| | | | Vendor 24590 - DEMCO Totals | | | Invoices | 1 | | <u>\$122.40</u> |
| Vendor 1874 - ECHO GROUP, INC. | | | | | | | | | |
| S010959868.001 | nylon plate | Edit | | 12/05/2024 | 12/24/2024 | 12/23/2024 | | | .47 |
| | | | Vendor 1874 - ECHO GROUP, INC. Totals | | | Invoices | 1 | | <u>\$0.47</u> |
| Vendor 130515 - FORT DODGE FIBER | | | | | | | | | |
| 120124 | internet services | Edit | | 12/01/2024 | 01/14/2025 | 12/23/2024 | | | 55.00 |
| | | | Vendor 130515 - FORT DODGE FIBER Totals | | | Invoices | 1 | | <u>\$55.00</u> |
| Vendor 40455 - FRONTIER COMMUNICATIONS | | | | | | | | | |
| 120724 | line charge | Edit | | 12/07/2024 | 12/24/2024 | 12/23/2024 | | | 74.25 |
| | | | Vendor 40455 - FRONTIER COMMUNICATIONS Totals | | | Invoices | 1 | | <u>\$74.25</u> |
| Vendor 71530 - C.H. MCGUINNESS CO., INC. | | | | | | | | | |
| 241427 | boiler pump | Edit | | 12/04/2024 | 12/24/2024 | 12/23/2024 | | | 999.63 |
| 241428 | service boilers & labor | Edit | | 12/04/2024 | 12/24/2024 | 12/23/2024 | | | 1,158.50 |
| | | | Vendor 71530 - C.H. MCGUINNESS CO., INC. Totals | | | Invoices | 2 | | <u>\$2,158.13</u> |
| Vendor 72499 - MENARDS INC | | | | | | | | | |
| 22613 | misc bldg supp | Edit | | 12/04/2024 | 12/24/2024 | 12/23/2024 | | | 2.89 |
| 22623 | misc bldg supp | Edit | | 12/04/2024 | 12/24/2024 | 12/23/2024 | | | .10 |
| 22766 | misc bldg supp | Edit | | 12/06/2024 | 12/24/2024 | 12/23/2024 | | | 102.81 |
| 22905 | paint brush | Edit | | 12/09/2024 | 12/24/2024 | 12/23/2024 | | | 5.94 |
| 23023 | misc bldg supp | Edit | | 12/11/2024 | 12/24/2024 | 12/23/2024 | | | 19.99 |
| 23122 | wrench | Edit | | 12/13/2024 | 12/24/2024 | 12/23/2024 | | | 8.99 |
| | | | Vendor 72499 - MENARDS INC Totals | | | Invoices | 6 | | <u>\$140.72</u> |
| Vendor 73975 - MIDAMERICAN ENERGY | | | | | | | | | |
| 561038251 | electricity charges | Edit | | 12/11/2024 | 12/24/2024 | 12/23/2024 | | | 2,425.79 |
| | | | Vendor 73975 - MIDAMERICAN ENERGY Totals | | | Invoices | 1 | | <u>\$2,425.79</u> |
| Vendor 88500 - PLUMB SUPPLY | | | | | | | | | |

Accounts Payable Invoice Report

G/L Date Range 12/01/24 - 12/31/24

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 |
|--|------------------------------|--------|-------------|--------------|------------|------------|---------------|--------------|--------------------------|
| S100734162.001 | urinal grate replacement | Edit | | 11/27/2024 | 12/24/2024 | 12/23/2024 | | | 102.75 |
| S100765891.001 | urinal strainer | Edit | | 12/12/2024 | 12/24/2024 | 12/23/2024 | | | 20.40 |
| Vendor 88500 - PLUMB SUPPLY Totals | | | | | | Invoices | 2 | | <u>\$123.15</u> |
| Vendor 90670 - QUILL CORP. | | | | | | | | | |
| 41960772 | misc office supp | Edit | | 12/12/2024 | 12/24/2024 | 12/23/2024 | | | 185.54 |
| 41993527 | misc office supp | Edit | | 12/16/2024 | 12/24/2024 | 12/23/2024 | | | 21.97 |
| Vendor 90670 - QUILL CORP. Totals | | | | | | Invoices | 2 | | <u>\$207.51</u> |
| Vendor 115620 - WOODMAN CONTROLS COMPANY | | | | | | | | | |
| 4153 | tech support program billing | Edit | | 11/30/2024 | 12/30/2024 | 12/23/2024 | | | 1,200.00 |
| Vendor 115620 - WOODMAN CONTROLS COMPANY Totals | | | | | | Invoices | 1 | | <u>\$1,200.00</u> |
| Vendor 2253 - WOODRIVER ENERGY LLC | | | | | | | | | |
| 427000 | #6323 | Edit | | 12/13/2024 | 12/24/2024 | 12/23/2024 | | | 1,225.55 |
| Vendor 2253 - WOODRIVER ENERGY LLC Totals | | | | | | Invoices | 1 | | <u>\$1,225.55</u> |
| Grand Totals | | | | | | Invoices | 25 | | <u><u>\$8,614.03</u></u> |

Director's Report – December 2024

Budget

- Included in this month's board packet is a revised budget proposal for FY26. HR updated our personnel expenses for next fiscal year, resulting in a \$32,179.00 difference between what the Board approved in November and what is reflected in the attached document. There have been no other changes made to the FY26 budget we plan to present to the Council on Monday, January 27th.

Programming/Services

- Over the last several months we have had quite a few requests for notary services. The staff discussed the idea and TeKierra volunteered to become a notary so the Library can start offering this service to the public. We paid her commission fee and will pay for her supplies. Once her stamp has arrived and we've drawn up some guidelines, we'll post the information on our website.

Building

- This month our new custodian asked if he could repaint the stalls in the men's restroom because they were looking really rough after years of cleaning, graffiti, and abuse. I agreed and he spent two days painting them black. They look great and hopefully the new paint will encourage people to be more respectful and less destructive while in there.
- The police department was awarded a grant for purchasing Naloxboxes for public buildings and spaces. They gave us one and we have installed it right inside the door to the office area. This makes it easily accessible to staff without making it easily accessible to anyone wanting to steal it.

Personnel

- We had 39 people apply for our open Library Assistant I position. After conducting interviews with several very qualified candidates, we offered the job to Shaina Sheeder. Shaina is currently a paraeducator with the Belmond Klemme schools and has been commuting from Fort Dodge for her job. She is passionate about education and helping others and will be a great addition to the Library. Shaina will start Monday, January 6th.

Miscellaneous

- The new task chairs for staff are scheduled for delivery on Thursday, January 23rd.
- The new meeScan self-checkout station has been deployed and the new app is available for download. As of Friday, December 16th, 476 items had been checked out at the self-checkout and 3 had been checked out by individuals using the app.
- Alexis and TeKierra recently moved the Lucky Day Collection to the revolving display tower next to the new fiction books shelves. They are now easier to access/more visible.

Job Descriptions – Adult Services Librarian and Youth Services Librarian

- Both job descriptions have been reformatted to match the city's job description layout as well as updated to include their new pay grades and job numbers. Both positions will now require a Master's degree in Library Science from an ALA accredited college or university and one or more years of supervisory experience.
- Both positions will continue to serve as members of the Library management team and will provide professional and administrative assistance in all aspects of Library operations.

- The Adult Services Librarian will be responsible for focusing on services and programs for adults ages 18+, including oversight/supervision of circulation and technical services.
- The Youth Services Librarian will be responsible for focusing on services and programs for children, tweens, and teens (0-18) and their caregivers.
- The new job descriptions will take effect March 1, 2025.

Remodeling Project

- Included in this month's packet is a copy of the quote/contract for a library space audit to be performed between January and May 2025 by David Vinjamuri with Thirdway Space. The purpose of this space audit is to help us determine how we can improve circulation now, better utilize our space, and improve patron experience, as well as provide us with suggestions for optimal space configuration when we renovate our building in FY26.
- I requested \$4,000.00 in funding from the Catherine Vincent Deardorf Charitable Trust to help pay for the space audit but they decided this request did not meet their criteria. I plan to use \$5,000.00 of Smeltzer Charitable Trust monies and \$5,000.00 of Fort Dodge Public Library Foundation monies instead to pay for the audit.

Fort Dodge Public Library – November 2024

Circulation

2024: 5,508

2023: 5,480

Gate Count

2024: 5,175

2023: 4,563

Internet Computers Use

Total Number of Logins: 417

Total Time Used: 13 days 14 hours 15 minutes

Average Time Used: 47 minutes

Public WiFi Use

Number of Unique Users: 28

Total Session Count: 75

Total Time Used: 199 hours

Avg. Session Time: 2 hours 38 minutes

Library Programs - Adults

Number of Programs: 5

Total Participation: 39

Library Speakers Consortium Program Views: 822

Library Programs - Teens

Number of Programs: 1

Total Participation: 0

Library Programs - Children

Number of Programs: 10

Total Participation: 827

Adventure Pass Use

Total Number of Passes Borrowed: 5

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

Reiman Gardens: 0; Science Center of Des Moines: 4

Hoopla Usage

New Patrons: 11

Unique Patrons: 165

Circulations: 727

Avg. Circs/Patron: 4.4

Avg. Circ Price: \$2.38

Amount Spent: \$1,727.19

ScanEZ Usage

Total Number of Jobs: 233

Total Number of Pages: 1,575

Scan to Copy: 1,002 pages (\$119.25)

Scan to Fax: 173 pages (\$41.25)

Scan to Email: 309 pages (no charge)

Scan to USB: 91 (no charge)

Total Payments: \$160.50

Ending December 31, 2024

FDPL Foundation Fund

| | YTD Budget | December Expense | YTD Expense | Beginning Balance | Remaining Balance | % Expended |
|-----------------------------|-----------------------|-----------------------------|------------------------|------------------------------|------------------------------|-----------------------|
| Accounts | | | | | | |
| 228 Advertising | 5,313.22 | | 1,105.00 | 4,208.22 | 4,208.22 | 21% |
| 248 Adult Programming | 11,152.67 | 772.26 | 1,572.81 | 10,352.12 | 9,579.86 | 14% |
| ___ Young Adult Programming | 4,200.80 | | 568.71 | 3,632.09 | 3,632.09 | 14% |
| 260 Technology | 60,425.20 | 4,750.00 | 16,800.19 | 48,375.01 | 43,625.01 | 28% |
| 268 Audio/Visual Materials | 15,225.71 | | - | 15,225.71 | 15,225.71 | 0% |
| 278 Staff Development | 5,279.51 | 429.00 | 2,090.45 | 3,618.06 | 3,189.06 | 40% |
| 301 Building Supplies | 2,901.69 | 201.74 | 1,371.60 | 1,731.83 | 1,530.09 | 47% |
| 321 Operating Supplies | 2,223.87 | 182.28 | 1,027.88 | 1,378.27 | 1,195.99 | 46% |
| 610 Adult Materials | 73,667.20 | 2,914.57 | 2,914.57 | 73,667.20 | 70,752.63 | 4% |
| 620 Children Materials | 46,135.50 | | - | 46,135.50 | 46,135.50 | 0% |
| 640 Young Adult Materials | 21,483.81 | 540.06 | 4,670.41 | 17,353.46 | 16,813.40 | 22% |
| Fawkes Monies | 31,049.31 | 1,536.50 | 3,759.13 | 28,826.68 | 27,290.18 | 12% |
| | 279,058.49 | 11,326.41 | 35,880.75 | 254,504.15 | 243,177.74 | 13% |

FDPL-F Deardorf

| | YTD Budget | December Expense | YTD Expense | Beginning Balance | Remaining Balance | % Expended |
|---------------------------------------|-----------------------|-----------------------------|------------------------|------------------------------|------------------------------|-----------------------|
| Accounts | | | | | | |
| 510 Adult Materials | 22,544.95 | 1,007.31 | 22,487.87 | 1,064.39 | 57.08 | 100% |
| 520 Children's Materials | 9,205.02 | 2,753.28 | 7,405.32 | 4,552.98 | 1,799.70 | 80% |
| 540 Young Adult Materials | 42.83 | | - | 42.83 | 42.83 | 0% |
| 568 Adult Audio/Visual Materials | 39,674.89 | 617.59 | 7,501.68 | 32,790.80 | 32,173.21 | 19% |
| 570 Childrens' Audio/Visual Materials | 7,494.62 | | 13.12 | 7,481.50 | 7,481.50 | 0% |
| Children's Department Enhancement | 1,540.07 | | - | 1,540.07 | 1,540.07 | 0% |
| Public Access Computers | 312.12 | | 315.00 | 87.12 | 87.12 | 72% |
| Games Programs Project | 30.58 | | - | 30.58 | 30.58 | 0% |
| FD Writers' Workshop | 1,823.30 | 598.93 | 598.93 | 1,823.30 | 1,224.37 | 33% |
| Public Art Monies | 9,489.66 | | 3,624.68 | 5,864.98 | 5,864.98 | 38% |
| | 92,158.04 | 4,977.11 | 41,946.60 | 55,278.55 | 50,301.44 | 45% |

FDPL-F AXY Fdn Grant

| | YTD Budget | December Expense | YTD Expense | Beginning Balance | Remaining Balance | % Expended |
|-----------------|-----------------------|-----------------------------|------------------------|------------------------------|------------------------------|-----------------------|
| Accounts | | | | | | |
| 670 AXY Grant | 4,657.46 | | 249.90 | 4,407.56 | 4,407.56 | 5% |
| | 4,657.46 | - | 249.90 | 4,407.56 | 4,407.56 | 5% |

GENERAL FUND

| | Budget | MTD | YTD | % Received |
|--|----------------|---------------|----------------|-------------------|
| Revenues | 912,553 | 53,330 | 420,801 | 46.11% |
| GENERAL REVENUES | | | | |
| (41005) PROPERTY TAX, PUBLIC LIBRARY | 554,508 | 39,456 | 281,472 | 50.76% |
| (43915) WEBSTER CO- LIBRARY | 142,000 | | 50,182 | 35.34% |
| (44810) LIBRARY CHARGES, FEES | 5,000 | 263 | 3,160 | 63.20% |
| (46010) INTEREST - LIBRARY | 1,500 | 1,315 | 3,249 | 216.58% |
| (49110) LIBRARY EMPL BENEFITS REIMB | 209,545 | 12,296 | 82,739 | 39.48% |
| | Budget | MTD | YTD | % Expended |
| Expenses | 912,553 | 62,044 | 359,996 | 39.45% |
| PERSONNEL SERVICES | | | | |
| (6100) ALL PERSONAL SERV | 595,608 | 44,552 | 233,992 | 39.29% |
| (6129) FICA CONTRIB | 36,929 | 2,722 | 14,136 | 38.28% |
| (6130) MEDICARE CONTRIBUTION | 8,637 | 637 | 3,306 | 38.28% |
| (6131) CITY CONTRIB FOR IPERS | 55,478 | 4,206 | 22,066 | 39.77% |
| (6137) GROUP INSURANCE | 108,501 | 4,731 | 43,231 | 39.84% |
| CONTRACTUAL SUPPLIES & SVCS | | | | |
| (6207) PROFESSIONAL FEES | 1,000 | 0 | 338 | 33.80% |
| (6249) POSTAGE | 1,500 | 0 | 1,000 | 66.67% |
| (6251) FREIGHT | 150 | 0 | 0 | 0.00% |
| (6259) MAINTENANCE CONTRACTS | 23,000 | 522 | 11,148 | 48.47% |
| (6264) EQUIPMENT-REPAIR/MAINTENANCE | 10,000 | 77 | 715 | 7.15% |
| (6268) INTERNET SERVICES | 3,000 | 55 | 1,525 | 50.82% |
| (6271) TELEPHONE SERVICE | 800 | 74 | 371 | 46.36% |
| (6277) TRAVEL MEALS LODGING | 450 | 0 | 0 | 0.00% |
| (6281) GAS/ELECTRICITY COMBINED | 55,000 | 3,871 | 24,427 | 44.41% |
| COMMODITIES | | | | |
| (6301) BUILDING SUPPLIES | 7,500 | 378 | 1,725 | 23.01% |
| (6321) OPERATING/VEHICLE SUPPLIES | 5,000 | 219 | 2,018 | 40.37% |

| CAPITAL PROJECTS | Budget | MTD | YTD | % Expended/Received |
|-------------------------------------|---------------|------------|------------|----------------------------|
| BUILDING FUND | | | | |
| Revenues | | | | |
| (46024) BOND PROCEEDS | 550,000 | 0 | 0 | |
| Expenses | | | | |
| (6431) BUILDING RENOVATION | 586,693 | - | 29,400 | 5.01% |
| PUBLIC LIBRARY STATE GRANT | | | | |
| Revenues | | | | |
| (43377) STATE GRANT, PUBLIC LIBRARY | 3,000 | 0 | 0 | 0.00% |
| Expenses | | | | |
| (6480) BOOKS, ADULT | 3,000 | 0 | 0 | 0.00% |
| ENRICH IOWA FUNDS | | | | |
| Revenues | | | | |
| (43379) ENRICH IOWA GRANT | 7,000 | 0 | 7,653 | 109.32% |
| Expenses | | | | |
| (6480) BOOKS, ADULT | 7,000 | 0 | 0 | 0.00% |

| Account | Account Description | 2023 Actual Amount | 2024 Actual Amount | 2025 Adopted Budget | 2025 Actual Amount | 2026 Department |
|---|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| Fund | 002 - Library General | | | | | |
| REVENUE | | | | | | |
| Department 31 - LIBRARY | | | | | | |
| Division 4110 - LIBRARY SERVICES | | | | | | |
| <i>Property Taxes</i> | | | | | | |
| 41005 | PROPERTY TAX | 503,228.32 | 522,169.05 | 554,508.00 | 281,471.90 | 554,508.00 |
| | <i>Property Taxes Totals</i> | \$503,228.32 | \$522,169.05 | \$554,508.00 | \$281,471.90 | \$554,508.00 |
| <i>Fees & Services</i> | | | | | | |
| 44810 | LIBRARY CHARGES FEES | 5,193.32 | 6,266.29 | 5,000.00 | 3,159.81 | 5,000.00 |
| | <i>Fees & Services Totals</i> | \$5,193.32 | \$6,266.29 | \$5,000.00 | \$3,159.81 | \$5,000.00 |
| <i>Miscellaneous</i> | | | | | | |
| 45020 | LIBRARY FINES FORFEITURES | 2,025.21 | 1,007.97 | .00 | .00 | .00 |
| 49110 | EMPLOYEE BENEFITS REIMBURSEMENT | 201,524.66 | 204,348.93 | 209,545.00 | 82,738.61 | 224,218.00 |
| | <i>Miscellaneous Totals</i> | \$203,549.87 | \$205,356.90 | \$209,545.00 | \$82,738.61 | \$224,218.00 |
| <i>Grants</i> | | | | | | |
| <i>Local Grants</i> | | | | | | |
| 43915 | WEBSTER CO- LIBRARY | 139,712.40 | 142,829.04 | 142,000.00 | 50,181.62 | 150,000.00 |
| | <i>Local Grants Totals</i> | \$139,712.40 | \$142,829.04 | \$142,000.00 | \$50,181.62 | \$150,000.00 |
| | <i>Grants Totals</i> | \$139,712.40 | \$142,829.04 | \$142,000.00 | \$50,181.62 | \$150,000.00 |
| <i>Use Of Money</i> | | | | | | |
| 46010 | INTEREST | 4,481.37 | 8,848.76 | 1,500.00 | 3,248.77 | 1,500.00 |
| | <i>Use Of Money Totals</i> | \$4,481.37 | \$8,848.76 | \$1,500.00 | \$3,248.77 | \$1,500.00 |
| | Division 4110 - LIBRARY SERVICES Totals | \$856,165.28 | \$885,470.04 | \$912,553.00 | \$420,800.71 | \$935,226.00 |
| | Department 31 - LIBRARY Totals | \$856,165.28 | \$885,470.04 | \$912,553.00 | \$420,800.71 | \$935,226.00 |
| | REVENUE TOTALS | \$856,165.28 | \$885,470.04 | \$912,553.00 | \$420,800.71 | \$935,226.00 |
| EXPENSE | | | | | | |
| Department 31 - LIBRARY | | | | | | |
| Division 4110 - LIBRARY SERVICES | | | | | | |
| <i>Personnel Services</i> | | | | | | |
| 6100 | ALL PERSONNEL SERVICES | 537,728.56 | 556,062.27 | 595,608.00 | 233,991.52 | 620,929.93 |
| 6129 | CITY CONTRIB FOR FICA | 32,512.56 | 33,678.99 | 36,929.00 | 14,135.57 | 38,497.75 |
| 6130 | CITY CONTRIB FOR MEDICARE | 7,603.73 | 7,876.52 | 8,637.00 | 3,305.91 | 9,004.18 |
| 6131 | CITY CONTRIB FOR IPERS | 49,593.21 | 52,172.40 | 55,478.00 | 22,065.87 | 58,265.95 |
| 6137 | GROUP INSURANCE | 111,815.16 | 110,621.02 | 108,501.00 | 43,231.26 | 118,449.00 |
| | <i>Personnel Services Totals</i> | \$739,253.22 | \$760,411.20 | \$805,153.00 | \$316,730.13 | \$845,146.81 |
| <i>Contractual Supplies & Svcs</i> | | | | | | |
| 6207 | PROFESSIONAL FEES | 1,345.23 | 1,328.28 | 1,000.00 | 338.00 | 1,250.00 |
| 6249 | POSTAGE | 1,000.00 | 1,000.00 | 1,500.00 | 1,000.00 | 2,000.00 |
| 6251 | FREIGHT | 70.00 | 45.39 | 150.00 | .00 | .00 |
| 6259 | MAINTENANCE CONTRACTS | 16,185.37 | 24,302.49 | 23,000.00 | 11,147.56 | 27,000.00 |
| 6264 | EQUIPMENT-REPAIR/MAINTENANCE | 4,350.37 | 3,286.16 | 10,000.00 | 714.77 | 10,000.00 |

| Account | Account Description | 2023 Actual Amount | 2024 Actual Amount | 2025 Adopted Budget | 2025 Actual Amount | 2026 Department |
|---------|--|---------------------|---------------------|---------------------|---------------------|----------------------|
| Fund | 002 - Library General | | | | | |
| | EXPENSE | | | | | |
| | Department 31 - LIBRARY | | | | | |
| | Division 4110 - LIBRARY SERVICES | | | | | |
| | <i>Contractual Supplies & Svcs</i> | | | | | |
| 6268 | INTERNET SERVICES | 3,271.87 | 2,998.80 | 3,000.00 | 1,524.50 | 700.00 |
| 6271 | TELEPHONE SERVICE | 716.16 | 779.14 | 800.00 | 370.86 | 900.00 |
| 6277 | TRAVEL MEALS LODGING | 213.54 | 104.41 | 450.00 | .00 | 200.00 |
| 6281 | GAS/ELECTRICITY COMBINED | 58,842.77 | 49,255.03 | 55,000.00 | 24,426.53 | 55,000.00 |
| | <i>Contractual Supplies & Svcs Totals</i> | <u>\$85,995.31</u> | <u>\$83,099.70</u> | <u>\$94,900.00</u> | <u>\$39,522.22</u> | <u>\$97,050.00</u> |
| | <i>Commodities</i> | | | | | |
| 6301 | BUILDING & HOUSE SUPPLIES | 5,356.83 | 5,889.89 | 7,500.00 | 1,725.48 | 7,000.00 |
| 6321 | OPERATING SUPPLIES | 2,862.30 | 3,226.09 | 5,000.00 | 2,018.48 | 5,000.00 |
| | <i>Commodities Totals</i> | <u>\$8,219.13</u> | <u>\$9,115.98</u> | <u>\$12,500.00</u> | <u>\$3,743.96</u> | <u>\$12,000.00</u> |
| | Division 4110 - LIBRARY SERVICES Totals | <u>\$833,467.66</u> | <u>\$852,626.88</u> | <u>\$912,553.00</u> | <u>\$359,996.31</u> | <u>\$954,196.81</u> |
| | Department 31 - LIBRARY Totals | <u>\$833,467.66</u> | <u>\$852,626.88</u> | <u>\$912,553.00</u> | <u>\$359,996.31</u> | <u>\$954,196.81</u> |
| | EXPENSE TOTALS | <u>\$833,467.66</u> | <u>\$852,626.88</u> | <u>\$912,553.00</u> | <u>\$359,996.31</u> | <u>\$954,196.81</u> |
| | Fund 002 - Library General Totals | | | | | |
| | REVENUE TOTALS | \$856,165.28 | \$885,470.04 | \$912,553.00 | \$420,800.71 | \$935,226.00 |
| | EXPENSE TOTALS | \$833,467.66 | \$852,626.88 | \$912,553.00 | \$359,996.31 | \$954,196.81 |
| | Fund 002 - Library General Totals | <u>\$22,697.62</u> | <u>\$32,843.16</u> | <u>\$0.00</u> | <u>\$60,804.40</u> | <u>(\$18,970.81)</u> |

| Account | Account Description | 2023 Actual Amount | 2024 Actual Amount | 2025 Adopted Budget | 2025 Actual Amount | 2026 Department |
|--------------------------|---------------------------------------|--------------------|--------------------|---------------------|--------------------|-----------------|
| Fund 003 - Scarfenburger | | | | | | |
| | REVENUE | | | | | |
| | Department 31 - LIBRARY | | | | | |
| | Division 4119 - SCHARFENBURGER | | | | | |
| | Use Of Money | | | | | |
| 46010 | INTEREST | 13,879.18 | 27,484.10 | 6,000.00 | 9,411.05 | 6,000.00 |
| | Use Of Money Totals | \$13,879.18 | \$27,484.10 | \$6,000.00 | \$9,411.05 | \$6,000.00 |
| | Division 4119 - SCHARFENBURGER Totals | \$13,879.18 | \$27,484.10 | \$6,000.00 | \$9,411.05 | \$6,000.00 |
| | Department 31 - LIBRARY Totals | \$13,879.18 | \$27,484.10 | \$6,000.00 | \$9,411.05 | \$6,000.00 |
| | REVENUE TOTALS | \$13,879.18 | \$27,484.10 | \$6,000.00 | \$9,411.05 | \$6,000.00 |
| | EXPENSE | | | | | |
| | Department 31 - LIBRARY | | | | | |
| | Division 4119 - SCHARFENBURGER | | | | | |
| | Contractual Supplies & Svcs | | | | | |
| 6292 | OPERATING EXPENSES | .00 | .00 | .00 | .00 | 550,000.00 |
| | Contractual Supplies & Svcs Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$550,000.00 |
| | Division 4119 - SCHARFENBURGER Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$550,000.00 |
| | Department 31 - LIBRARY Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$550,000.00 |
| | EXPENSE TOTALS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$550,000.00 |
| | Fund 003 - Scarfenburger Totals | | | | | |
| | REVENUE TOTALS | \$13,879.18 | \$27,484.10 | \$6,000.00 | \$9,411.05 | \$6,000.00 |
| | EXPENSE TOTALS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$550,000.00 |
| | Fund 003 - Scarfenburger Totals | \$13,879.18 | \$27,484.10 | \$6,000.00 | \$9,411.05 | (\$544,000.00) |

| Account | Account Description | 2023 Actual Amount | 2024 Actual Amount | 2025 Adopted Budget | 2025 Actual Amount | 2026 Department |
|----------------------------------|---|--------------------|--------------------|---------------------|--------------------|-----------------|
| Fund 167 - Library Memorial Fund | | | | | | |
| | REVENUE | | | | | |
| | Department 31 - LIBRARY | | | | | |
| | Division 4116 - LIBRARY MEMORIAL | | | | | |
| | Miscellaneous | | | | | |
| 47180 | CONTRIBUTIONS | 69,656.41 | 63,227.00 | 35,000.00 | 43,229.49 | 40,000.00 |
| | Miscellaneous Totals | \$69,656.41 | \$63,227.00 | \$35,000.00 | \$43,229.49 | \$40,000.00 |
| | Division 4116 - LIBRARY MEMORIAL Totals | \$69,656.41 | \$63,227.00 | \$35,000.00 | \$43,229.49 | \$40,000.00 |
| | Department 31 - LIBRARY Totals | \$69,656.41 | \$63,227.00 | \$35,000.00 | \$43,229.49 | \$40,000.00 |
| | REVENUE TOTALS | \$69,656.41 | \$63,227.00 | \$35,000.00 | \$43,229.49 | \$40,000.00 |
| | EXPENSE | | | | | |
| | Department 31 - LIBRARY | | | | | |
| | Division 4116 - LIBRARY MEMORIAL | | | | | |
| | Capital Outlay | | | | | |
| 6419 | OTHER CAPITAL EQUIPMENT | 64,311.84 | 56,291.95 | 35,000.00 | 27,827.07 | 40,000.00 |
| | Capital Outlay Totals | \$64,311.84 | \$56,291.95 | \$35,000.00 | \$27,827.07 | \$40,000.00 |
| | Division 4116 - LIBRARY MEMORIAL Totals | \$64,311.84 | \$56,291.95 | \$35,000.00 | \$27,827.07 | \$40,000.00 |
| | Department 31 - LIBRARY Totals | \$64,311.84 | \$56,291.95 | \$35,000.00 | \$27,827.07 | \$40,000.00 |
| | EXPENSE TOTALS | \$64,311.84 | \$56,291.95 | \$35,000.00 | \$27,827.07 | \$40,000.00 |
| | Fund 167 - Library Memorial Fund Totals | | | | | |
| | REVENUE TOTALS | \$69,656.41 | \$63,227.00 | \$35,000.00 | \$43,229.49 | \$40,000.00 |
| | EXPENSE TOTALS | \$64,311.84 | \$56,291.95 | \$35,000.00 | \$27,827.07 | \$40,000.00 |
| | Fund 167 - Library Memorial Fund Totals | \$5,344.57 | \$6,935.05 | \$0.00 | \$15,402.42 | \$0.00 |

| Account | Account Description | 2023 Actual Amount | 2024 Actual Amount | 2025 Adopted Budget | 2025 Actual Amount | 2026 Department |
|---------|---|--------------------|--------------------|---------------------|--------------------|-------------------|
| Fund | 301 - Library Enrich Iowa | | | | | |
| | REVENUE | | | | | |
| | Department 31 - LIBRARY | | | | | |
| | Division 4114 - ENRICH IOWA FUNDS | | | | | |
| | Grants | | | | | |
| | State Grants | | | | | |
| 43379 | ENRICH IOWA GRANT | 7,725.74 | 7,691.53 | 7,000.00 | 7,652.52 | 7,000.00 |
| | State Grants Totals | <u>\$7,725.74</u> | <u>\$7,691.53</u> | <u>\$7,000.00</u> | <u>\$7,652.52</u> | <u>\$7,000.00</u> |
| | Grants Totals | <u>\$7,725.74</u> | <u>\$7,691.53</u> | <u>\$7,000.00</u> | <u>\$7,652.52</u> | <u>\$7,000.00</u> |
| | Division 4114 - ENRICH IOWA FUNDS Totals | <u>\$7,725.74</u> | <u>\$7,691.53</u> | <u>\$7,000.00</u> | <u>\$7,652.52</u> | <u>\$7,000.00</u> |
| | Department 31 - LIBRARY Totals | <u>\$7,725.74</u> | <u>\$7,691.53</u> | <u>\$7,000.00</u> | <u>\$7,652.52</u> | <u>\$7,000.00</u> |
| | REVENUE TOTALS | <u>\$7,725.74</u> | <u>\$7,691.53</u> | <u>\$7,000.00</u> | <u>\$7,652.52</u> | <u>\$7,000.00</u> |
| | EXPENSE | | | | | |
| | Department 31 - LIBRARY | | | | | |
| | Division 4114 - ENRICH IOWA FUNDS | | | | | |
| | Capital Outlay | | | | | |
| 6480 | BOOKS ADULT | 7,816.31 | 7,746.58 | 7,000.00 | .00 | 7,000.00 |
| | Capital Outlay Totals | <u>\$7,816.31</u> | <u>\$7,746.58</u> | <u>\$7,000.00</u> | <u>\$0.00</u> | <u>\$7,000.00</u> |
| | Division 4114 - ENRICH IOWA FUNDS Totals | <u>\$7,816.31</u> | <u>\$7,746.58</u> | <u>\$7,000.00</u> | <u>\$0.00</u> | <u>\$7,000.00</u> |
| | Department 31 - LIBRARY Totals | <u>\$7,816.31</u> | <u>\$7,746.58</u> | <u>\$7,000.00</u> | <u>\$0.00</u> | <u>\$7,000.00</u> |
| | EXPENSE TOTALS | <u>\$7,816.31</u> | <u>\$7,746.58</u> | <u>\$7,000.00</u> | <u>\$0.00</u> | <u>\$7,000.00</u> |
| | Fund 301 - Library Enrich Iowa Totals | | | | | |
| | REVENUE TOTALS | <u>\$7,725.74</u> | <u>\$7,691.53</u> | <u>\$7,000.00</u> | <u>\$7,652.52</u> | <u>\$7,000.00</u> |
| | EXPENSE TOTALS | <u>\$7,816.31</u> | <u>\$7,746.58</u> | <u>\$7,000.00</u> | <u>\$0.00</u> | <u>\$7,000.00</u> |
| | Fund 301 - Library Enrich Iowa Totals | <u>(\$90.57)</u> | <u>(\$55.05)</u> | <u>\$0.00</u> | <u>\$7,652.52</u> | <u>\$0.00</u> |

| Account | Account Description | 2023 Actual Amount | 2024 Actual Amount | 2025 Adopted Budget | 2025 Actual Amount | 2026 Department |
|----------------------------|---|--------------------|--------------------|---------------------|--------------------|-----------------|
| Fund 302 - Library Capital | | | | | | |
| | REVENUE | | | | | |
| | Department 31 - LIBRARY | | | | | |
| | Division 4110 - LIBRARY SERVICES | | | | | |
| | Other | | | | | |
| 46024 | BOND PROCEEDS | .00 | .00 | 550,000.00 | .00 | 550,000.00 |
| | <i>Other Totals</i> | \$0.00 | \$0.00 | \$550,000.00 | \$0.00 | \$550,000.00 |
| | Division 4110 - LIBRARY SERVICES Totals | \$0.00 | \$0.00 | \$550,000.00 | \$0.00 | \$550,000.00 |
| | Department 31 - LIBRARY Totals | \$0.00 | \$0.00 | \$550,000.00 | \$0.00 | \$550,000.00 |
| | REVENUE TOTALS | \$0.00 | \$0.00 | \$550,000.00 | \$0.00 | \$550,000.00 |
| | EXPENSE | | | | | |
| | Department 31 - LIBRARY | | | | | |
| | Division 4110 - LIBRARY SERVICES | | | | | |
| | Capital Outlay | | | | | |
| 6431 | BUILDING RENOVATION | 6,500.00 | 6,613.10 | 586,693.00 | 29,400.00 | 586,693.00 |
| | <i>Capital Outlay Totals</i> | \$6,500.00 | \$6,613.10 | \$586,693.00 | \$29,400.00 | \$586,693.00 |
| | Division 4110 - LIBRARY SERVICES Totals | \$6,500.00 | \$6,613.10 | \$586,693.00 | \$29,400.00 | \$586,693.00 |
| | Department 31 - LIBRARY Totals | \$6,500.00 | \$6,613.10 | \$586,693.00 | \$29,400.00 | \$586,693.00 |
| | EXPENSE TOTALS | \$6,500.00 | \$6,613.10 | \$586,693.00 | \$29,400.00 | \$586,693.00 |
| | Fund 302 - Library Capital Totals | | | | | |
| | REVENUE TOTALS | \$0.00 | \$0.00 | \$550,000.00 | \$0.00 | \$550,000.00 |
| | EXPENSE TOTALS | \$6,500.00 | \$6,613.10 | \$586,693.00 | \$29,400.00 | \$586,693.00 |
| | Fund 302 - Library Capital Totals | (\$6,500.00) | (\$6,613.10) | (\$36,693.00) | (\$29,400.00) | (\$36,693.00) |

| Account | Account Description | 2023 Actual Amount | 2024 Actual Amount | 2025 Adopted Budget | 2025 Actual Amount | 2026 Department |
|--|------------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|
| Fund 303 - Library State Grant | | | | | | |
| REVENUE | | | | | | |
| Department 31 - LIBRARY | | | | | | |
| Division 4112 - PUBLIC LIBRARY STATE GRANT | | | | | | |
| Grants | | | | | | |
| State Grants | | | | | | |
| 43377 | STATE GRANT PUBLIC LIBRARY | 3,148.85 | 3,348.84 | 3,000.00 | .00 | 3,000.00 |
| | <i>State Grants Totals</i> | <u>\$3,148.85</u> | <u>\$3,348.84</u> | <u>\$3,000.00</u> | <u>\$0.00</u> | <u>\$3,000.00</u> |
| | <i>Grants Totals</i> | <u>\$3,148.85</u> | <u>\$3,348.84</u> | <u>\$3,000.00</u> | <u>\$0.00</u> | <u>\$3,000.00</u> |
| Division 4112 - PUBLIC LIBRARY STATE GRANT | | \$3,148.85 | \$3,348.84 | \$3,000.00 | \$0.00 | \$3,000.00 |
| | Totals | <u>\$3,148.85</u> | <u>\$3,348.84</u> | <u>\$3,000.00</u> | <u>\$0.00</u> | <u>\$3,000.00</u> |
| Department 31 - LIBRARY | Totals | <u>\$3,148.85</u> | <u>\$3,348.84</u> | <u>\$3,000.00</u> | <u>\$0.00</u> | <u>\$3,000.00</u> |
| | REVENUE TOTALS | <u>\$3,148.85</u> | <u>\$3,348.84</u> | <u>\$3,000.00</u> | <u>\$0.00</u> | <u>\$3,000.00</u> |
| EXPENSE | | | | | | |
| Department 31 - LIBRARY | | | | | | |
| Division 4112 - PUBLIC LIBRARY STATE GRANT | | | | | | |
| Capital Outlay | | | | | | |
| 6480 | BOOKS ADULT | 3,158.07 | 3,468.37 | 3,000.00 | .00 | 3,000.00 |
| | <i>Capital Outlay Totals</i> | <u>\$3,158.07</u> | <u>\$3,468.37</u> | <u>\$3,000.00</u> | <u>\$0.00</u> | <u>\$3,000.00</u> |
| Division 4112 - PUBLIC LIBRARY STATE GRANT | | \$3,158.07 | \$3,468.37 | \$3,000.00 | \$0.00 | \$3,000.00 |
| | Totals | <u>\$3,158.07</u> | <u>\$3,468.37</u> | <u>\$3,000.00</u> | <u>\$0.00</u> | <u>\$3,000.00</u> |
| Department 31 - LIBRARY | Totals | <u>\$3,158.07</u> | <u>\$3,468.37</u> | <u>\$3,000.00</u> | <u>\$0.00</u> | <u>\$3,000.00</u> |
| | EXPENSE TOTALS | <u>\$3,158.07</u> | <u>\$3,468.37</u> | <u>\$3,000.00</u> | <u>\$0.00</u> | <u>\$3,000.00</u> |
| Fund 303 - Library State Grant | Totals | | | | | |
| | REVENUE TOTALS | <u>\$3,148.85</u> | <u>\$3,348.84</u> | <u>\$3,000.00</u> | <u>\$0.00</u> | <u>\$3,000.00</u> |
| | EXPENSE TOTALS | <u>\$3,158.07</u> | <u>\$3,468.37</u> | <u>\$3,000.00</u> | <u>\$0.00</u> | <u>\$3,000.00</u> |
| Fund 303 - Library State Grant | Totals | <u>(\$9.22)</u> | <u>(\$119.53)</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$0.00</u> |
| | Net Grand Totals | | | | | |
| | REVENUE GRAND TOTALS | <u>\$950,575.46</u> | <u>\$987,221.51</u> | <u>\$1,513,553.00</u> | <u>\$481,093.77</u> | <u>\$1,541,226.00</u> |
| | EXPENSE GRAND TOTALS | <u>\$915,253.88</u> | <u>\$926,746.88</u> | <u>\$1,544,246.00</u> | <u>\$417,223.38</u> | <u>\$2,140,889.81</u> |
| | Net Grand Totals | <u>\$35,321.58</u> | <u>\$60,474.63</u> | <u>(\$30,693.00)</u> | <u>\$63,870.39</u> | <u>(\$599,663.81)</u> |



Fort Dodge Public Library District Space Audit Contract

Summary – ThirdWay will evaluate space usage at the Fort Dodge Public Library at 424 Central Avenue, Fort Dodge, IA 50501, and offer suggestions to improve circulation, space utilization, and overall patron satisfaction for the library. ThirdWay will present these findings in a 70 – 110-page written report with pictures of your space, a zone layout recommendation and best practices drawn from libraries throughout the United States.

Goals:

1. Help the Fort Dodge Public Library use space effectively to meet its goals.
2. Make specific recommendations for changes that can be made immediately.
3. Propose a zone layout for the best use of existing space.
4. Make suggestions for optimal space configuration in a renovation.

Library Visit Date – tbd

Space Audit Methodology –

1. Preliminary conversation to discuss audit.
2. Walkthrough space without guidance and take photographs.
3. Supplemental guided tour by library director.
4. Library to provide floorplans and heat maps of space.
5. Interview Director and other librarians on history, opportunities, goals and plans.
6. Produce written report with observations and recommendations.
7. Call with Library Director, etc. to discuss final report.
8. Presentation of final report to library board/staff/public via zoom at director's option.

Final Report – Board-ready report with photos and specific recommendations that can be implemented immediately. Report includes pictures of your library space and pictures/descriptions of best practices

Licensed Services Disclaimer – ThirdWay's space audit does not provide guidance requiring license in the State of Iowa. ThirdWay's space audit provides furniture, zone and pathway configuration and other recommendations based on space utilization and retail best practices. Should the Fort Dodge Public Library District choose to engage ThirdWay for services requiring license in the State of Iowa, such as architectural, engineering, or interior design services, ThirdWay will work with professionals licensed by the State of Iowa and engaged by ThirdWay or the Fort Dodge Public Library District Board of Trustees to perform these services.

Audit Fee: \$8,000 - (includes 2024 pricing and \$500 discount for workshop attendance) if contract is signed in 2024
- or -
\$9,500 - if contract is signed in 2025

Payment Terms: \$4,000 due on date of walk-through (w. 2024 pricing)
\$4,000 due upon delivery of space audit report to library director.
Checks should be made out to THIRDWAY, INC.

Additional Fees: Travel fees including coach class airfare on Delta, Marriott Hotel, meals, car rental, gas, parking, transfers.

Agreed for ThirdWay, Inc.



David Vinjamuri
President
ThirdWay, Inc.

Agreed for the Fort Dodge Public Library

Rita Schmidt
Executive Director
Fort Dodge Public Library District

Remit Address:

ThirdWay, Inc.
PO Box 392
Pleasantville, NY 10570-0392

Adult Services Librarian

Description of Work

Code: 365
Grade: 17 Exempt
Effective Date:

General Duty Statement

Serves as a member of the Library management team. Provides professional and administrative assistance in all aspects of Library operations with a focus on circulation services, collection development, and programming for adults ages 18+.

Distinguishing Features of the Class

Plans, organizes, supervises, develops, administers, and coordinates all services for adults, including but not limited to circulation, reader's advisory, programming, outreach services, and collection development. Provides leadership in the development and implementation of responsive and innovative library services to all library users, especially adults ages 18+. Acts as person-in-charge with other management team members in the absence of the Library Director.

Supervision Received

Works under general guidance and direction of the Library Director with independence in decisions related to adult services.

Supervision Exercised

Supervises Library Assistants I and II, shelving staff, and volunteers.

Essential Functions & Competencies

- Provides excellent customer service to all members of the community, inclusive of all races, genders, sexual orientations, religions, abilities, ages, national or ethnic origins, languages, citizenship status, socioeconomic status, and political affiliations.
- Develops, plans, presents, and evaluates innovative and engaging programs, events, and outreach services for adults ages 18+ of all abilities in various formats and at different venues.
- Works cooperatively with the Youth Services Librarian to develop, plan, and present innovative and engaging multigenerational programs and events.
- Evaluates, develops, and maintains the library's collections for adults ages 18+ in a variety of formats and range of reading levels.
- Works at service points to provide professional readers advisory, reference services, technology instruction and assistance, and circulation services to the public.
- Fosters a culture of accurate, friendly, courteous customer service and a positive library experience for all patrons.
- Initiates and nurtures positive relationships with key personnel in other city departments, the local community college, and other community organizations to enhance partnerships and promote collaboration.
- Promotes the library and its programs, resources, and collections to the community.
- Oversees the development, marketing, and promotion of library services, programs, and collections for adults 18+.
- Collects and utilizes statistics regarding circulation and the use of adult materials and services to aid in collection development and planning.
- Collaborates with the library board and other members of management in the planning, implementation, and evaluation of the library's strategic plan.
- Assists with the creation of library policies and procedures.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

- Answers questions about and interprets management decisions, directions, and policies to the public.
- Communicates circulation, technical services, and adult services department needs to the Library Director.
- Participates in the hiring, training, development, and evaluation of library staff when appropriate.
- Assists in the preparation of library budgets for collections, programming, and services for adults ages 18+.
- Participates in related organizations, conferences, training, and continuing education opportunities to enhance skills and remain current in library and customer service practices.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively to provide high quality service to all citizens.
- Works cooperatively with the Youth Services Librarian to schedule staff.
- Ensures safe conditions for patrons, staff, and building operations; takes appropriate action in emergency situations.
- Performs related work as required.

Required Knowledge, Skills, and Abilities

- Knowledge of standard library principles and practices including concepts of intellectual freedom, freedom of speech, copyright, collection development, patron confidentiality, censorship, and other ethical issues.
- Demonstrate a strong ability to effectively manage personnel and provide corrective training to ensure high quality performance.
- Maintain a high level of confidentiality when necessary and exhibit strong ethical and character standards.
- Knowledge of standard principles and practices of library reference interview techniques, information retrieval, and reader's advisory.
- Demonstrate high skill level at using a wide range of resources including print/non-print materials, databases, internet sources, digital communications, ILS systems, and related hardware.
- Ability to prioritize, make independent decisions, and exercise discretion with patrons and staff.
- Ability to establish and maintain effective working relationships with superiors, subordinates, and officials of other agencies
- Demonstrate excellent customer service and interpersonal communication skills.
- Demonstrate high skill level at using a wide range of office equipment and related software including computers, tablets, photocopiers, printers, smart phones, and other library related equipment.
- Ability to effectively use social media and other related tools to promote the library, its programs, collections, and resources.
- Demonstrate excellent organizational skills.
- Ability to work with the general public.
- Ability to work evenings and weekends.

Essential Physical & Mental Abilities

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Requires the following with or without reasonable accommodations:

- Must be able to move loaded book carts and lift up to 40 pounds.
- Ability to operate and view a computer screen for extended periods of time.
- Depth, color, peripheral, and distance vision routinely required.
- Ability to hear, talk, walk, sit, bend, reach, and grasp.
- Occasional need to climb, balance, stoop, kneel, or crouch.
- May be required to stand for extended periods of time.
- Operation of a motor vehicle may be required, therefore, must possess a valid Iowa Driver's License and meet motor vehicle policy requirements.
- Sufficient personal mobility which permits the employee to frequently move about to perform required job functions. Sedentary to light work involving occasional standing, walking, sitting, lifting light objects up to 20 pounds, and performing other similar actions during the course of the workday. Intermittent sitting and standing.
- Maintain mental capacity permitting the use of good judgment to make sound decisions and ensure safety in the performance of the job.
- Clarity of speech and hearing or other communication capabilities which permits employee to communicate effectively with staff and the general public.
- Vision at the level of 20/40 or better (preferably 20/20) with or without corrective eyewear.
- Manual dexterity which allows the employee to operate a personal computer or similar office devices used in the performance of the job.
- Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed.
- Ability to move the fingers to manipulate small objects with the fingers, rapidly and accurately.
- Emotional intelligence that allows one to be an engaged team member who motivates others to excel; personal courage, and resilience to deal with a wide range of challenges.
- Regular, dependable attendance and punctuality during normal business hours and days of operation.

Minimum Qualifications

- Master's degree in Library Science from a college or university accredited by the American Library Association; or ability to obtain a Master's degree from an accredited library school within six months of hire.
- One or more years of supervisory experience.
- Must possess a valid Iowa Driver's License or have the ability to obtain prior to employment and meet the requirements of the City's motor vehicle policy.
- Must be able to effectively communicate (orally in person, over the telephone, and in writing using electronic devices and handwritten) in English with others.

Preferred

- Demonstrated ability to plan and execute programs for adults ages 18+.
- Familiarity with current cataloging methods.
- One or more years of experience in a library environment or the public sector.
- Fluency in a language other than English a plus.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Youth Services Librarian

Description of Work

Code: 365
Grade: 17 Exempt
Effective Date:

General Duty Statement

Serves as a member of the Library management team. Provides professional and administrative assistance in all aspects of Library operations with a focus on services and programs for children, tweens, and teens (ages 0-18) and their caregivers.

Distinguishing Features of the Class

Plans, organizes, supervises, develops, administers, and coordinates all youth services, including but not limited to reader's advisory, programming, outreach services, and collection development. Provides leadership in the development and implementation of responsive and innovative library services to all library users, especially children and their caregivers. Acts as person-in-charge with other management team members in the absence of the Library Director.

Supervision

Works under general guidance and direction of the Library Director with independence in decisions related to youth services.

Supervision Exercised

Supervises Library Assistants I and II, shelving staff, and volunteers.

Essential Functions & Competencies

- Provides excellent customer service to all members of the community, inclusive of all races, genders, sexual orientations, religions, abilities, ages, national or ethnic origins, languages, citizenship status, socioeconomic status, and political affiliations.
- Develops, plans, presents, and evaluates innovative and engaging programs, events, and outreach services including storytimes, reading programs, and special events for youth of all ages and abilities and their caregivers in various formats and at different venues.
- Works cooperatively with the Adult Services Librarian to develop, plan, and present innovative and engaging multigenerational programs and events.
- Evaluates, develops, and maintains the library's collections for children, tweens, and teens in a variety of formats and range of reading levels.
- Works at service points to provide professional readers advisory, reference services, and technology instruction and assistance to the public.
- Fosters a culture of accurate, friendly, courteous customer service and a positive library experience for all patrons.
- Initiates and nurtures positive relationships with key personnel in other city departments, local schools, and other community organizations that serve children and their caregivers to enhance partnerships and promote collaboration.
- Promotes the library and its programs, resources, and collections to the community.
- Oversees the development, marketing, and promotion of library programs, collections, and services for children, tweens, teens, and their caregivers.
- Collects and utilizes statistics regarding use of children's materials and services to aid in collection development and planning.
- Collaborates with the library board and other members of management in the planning, implementation, and evaluation of the library's strategic plan.
- Assists with the creation of library policies and procedures.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

- Answers questions about and interprets management decisions, directions, and policies to the public.
- Communicates youth services department needs to the Library Director.
- Participates in the hiring, training, development, and evaluation of library staff when appropriate.
- Assists in the preparation of library budgets for collections, programming, and services for children, tweens, and teens.
- Participates in related organizations, conferences, training, and continuing education opportunities to enhance skills and remain current in library and customer service practices.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively to provide high quality service to all citizens.
- Ensures safe conditions for patrons, staff, and building operations; takes appropriate action in emergency situations.
- Works cooperatively with the Adult Services Librarian to schedule staff.
- Performs related work as required.

Required Knowledge, Skills, and Abilities

- Knowledge of standard library principles and practices including concepts of intellectual freedom, freedom of speech, copyright, collection development, patron confidentiality, censorship, and other ethical issues.
- Demonstrate a strong ability to effectively manage personnel and provide corrective training to ensure high quality performance.
- Maintain a high level of confidentiality when necessary and exhibit strong ethical and character standards.
- Knowledge of standard principles and practices of library reference interview techniques, information retrieval, and reader's advisory.
- Demonstrate high skill level at using a wide range of resources including print/non-print materials, databases, internet sources, digital communications, ILS systems, and related hardware.
- Ability to prioritize, make independent decisions, and exercise discretion with patrons and staff.
- Ability to establish and maintain effective working relationships with superiors, subordinates, and officials of other agencies
- Demonstrate excellent customer service and interpersonal communication skills.
- Demonstrate high skill level at using a wide range of office equipment and related software including computers, tablets, photocopiers, printers, smart phones, and other library related equipment.
- Ability to effectively use social media and other related tools to promote the library, its programs, collections, and resources.
- Demonstrate excellent organizational skills.
- Ability to work with the general public.
- Ability to work evenings and weekends.

Essential Physical & Mental Abilities

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Requires the following with or without reasonable accommodations:

- Must be able to move loaded book carts and lift up to 40 pounds.
- Ability to operate and view a computer screen for extended periods of time.
- Depth, color, peripheral, and distance vision routinely required.
- Ability to hear, talk, walk, sit, bend, reach, and grasp.
- Occasional need to climb, balance, stoop, kneel, or crouch.
- May be required to stand for extended periods of time.
- Operation of a motor vehicle may be required, therefore, must possess a valid Iowa Driver's License and meet motor vehicle policy requirements.
- Sufficient personal mobility which permits the employee to frequently move about to perform required job functions. Sedentary to light work involving occasional standing, walking, sitting, lifting light objects up to 20 pounds, and performing other similar actions during the course of the workday. Intermittent sitting and standing.
- Maintain mental capacity permitting the use of good judgment to make sound decisions and ensure safety in the performance of the job.
- Clarity of speech and hearing or other communication capabilities which permits employee to communicate effectively with staff and the general public.
- Vision at the level of 20/40 or better (preferably 20/20) with or without corrective eyewear.
- Manual dexterity which allows the employee to operate a personal computer or similar office devices used in the performance of the job.
- Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed.
- Ability to move the fingers to manipulate small objects with the fingers, rapidly and accurately.
- Emotional intelligence that allows one to be an engaged team member who motivates others to excel; personal courage, and resilience to deal with a wide range of challenges.
- Regular, dependable attendance and punctuality during normal business hours and days of operation.

Minimum Qualifications

- Master's degree in Library Science from a college or university accredited by the American Library Association; or ability to obtain a Master's degree from an accredited library school within six months of hire.
- One or more years of supervisory experience.
- Must possess a valid Iowa Driver's License or have the ability to obtain prior to employment and meet the requirements of the City's motor vehicle policy.
- Must be able to effectively communicate (orally in person, over the telephone, and in writing using electronic devices and handwritten) in English with others.

Preferred

- One or more years of experience working with youth.
- Demonstrated ability to plan and execute programs for children ages 0-18.
- One or more years of experience in a library environment or the public sector.
- Fluency in a language other than English a plus.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.