

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Monday, November 25, 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
 - a. FDPL Foundation
 - b. Friends of the Library
- VIII. Director's Report
- IX. Old Business
- X. New Business
 - a. Library Assistant Positions Change
 - b. Preliminary FY26 Budget Review
 - c. Policy Revision – Displays in the Library
- XI. Adjournment

Next Meeting: Monday, December 23, 2024 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

October 28, 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 3:31 p.m. on October 28, 2024 at the Fort Dodge Public Library.

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

II. Approval of Agenda

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

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- A. Kelleher moved payments in the amount of \$5,340.58 to be approved in the Gift and Memorial Accounts. Kramer seconded. Motion carried.
- B. Hindman moved payments in the amount of \$35,776.73 to be approved in the City Funds Accounts. Kelleher seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

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

VIII. Directors Report

Building

- The library will receive \$550,000.00 from the sale of GO Bonds in 2025 for remodeling. Schmidt hopes to replace the furniture and carpet, replace the front doors with automatic sliding doors and install an adult changing table among other things.
- Schmidt hopes to have a preliminary FY26 Budget for the Board to review in November.

Programming

- The Lucky Day collection started circulating in August. There was an announcement on the Facebook page and it is a feature card on the website home page.
- The Library Speakers Consortium was launched this month. Patrons will be able to register for live, interactive, bestselling author events that are held a few times a month. A back catalog is also available for viewing.
- Kelleher made suggestions for a possible chess club/area or a knitting meeting for patrons as easily implemented ideas.

Accreditation Update

- The lead person at the State Library who oversees the accreditation process is retiring so they have decided to defer accreditation applications for one year. This means the library's accreditation will now expire June 30, 2026 so we will need to reapply by the end of February 2026.
- Schmidt completed the ADA Checklist for Existing Facilities (Priority 1: Approach & Entrance) for Board approval in compliance with Standard 80. Standard 80 states that the library board and director should review at least one of the four ADA checklists every three years. Kramer suggested the library may also need to look into changing the drive-up return to make it more accessible

Misc.

- Schmidt attended a Space Planning workshop on October 21st. It was very informative and Schmidt hopes implement some marketing tools she learned. Schmidt would like to hire one of the speakers for a Space Audit to help with circulation and possibly make changes during the remodel.
- The new self-checkout and branded app have been ordered from Meescan. They should be ready to debut in early December.
- Schmidt is considering applying for an ALA Libraries Transforming Communities Grant to purchase a prefabricated meeting space to provide a quiet space where neurodivergent individuals who are feeling overwhelmed could go to decompress while visiting the Library.

IX. Old Business

X. New Business

- A. Library Assistant I Job Description – Formatted to fit with city requirements. Cleaned/Streamlined duties, updated pay grade. A motion to approve the updated job description was moved by Kelleher. Hindman seconded. Motion carried.
- B. ADA Checklist Priority 1 – Approach & Entrance – A motion to approve the checklist was moved by Kramer and seconded by Kelleher. Motion carried.

XI. Adjournment

Kramer moved a motion to adjourn. Seconded by Hindman. The motion carried. The meeting was adjourned at 4:13 p.m.

**FDPL Memorial Account
Ending November 30, 2024**

Accounts	Beginning Balance	November Income	November Expense	YTD Expense	Remaining Balance	% Expended
Children's Programming	7,895.94		1,282.38	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	3,194.02		97.81	3,066.42	3,096.21	50%
Donation Box	4,050.45	51.25		543.04	4,101.70	12%
Vend Print	10,488.99		600.00	834.52	9,888.99	8%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	2,239.97	85.95	183.16	1,186.59	2,142.76	36%
Interlibrary Loan	3,873.54			43.99	3,873.54	1%
Library Cards	9.00	6.00		464.55	15.00	97%
Administrative Programming	629.55			-	629.55	0%
Ann Smeltzer Charitable Trust	5,376.52			193.68	5,376.52	3%
Maxine Hillesland Trust	58,173.69			9,060.81	58,173.69	13%
Dolores Schermer Estate	5,332.72		1,297.42	4,882.12	4,035.30	55%
	109,175.98	143.20	3,460.77	28,097.07	105,858.41	21%
Scharfenberg Monies	709,456.94			-	709,456.94	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>
4956	11/19/2024	Jillann Gabrielle-Paradise Playhouse Garbo adult program	130285	\$ 600.00	vendprint
4957	11/19/2024	WellsFargoVisa# 4739 supp, ch prg	070440	\$ 793.38	Ch Prg (Friends)
4958	11/25/2024	Amazon Capital Services self c/o printer	002348	\$ 496.42	Schermer
4959	11/25/2024	Dariette Ch summer rdg cones	001327	\$ 489.00	Ch Prg (Friends)
4960	11/25/2024	Meescan self c/o kiosk	130537	\$ 801.00	Schermer
4961	11/25/2024	Ingram gifts/memorials, L&P, book kit	056900	\$ 280.97	\$97.81 general gifts \$183.16 L&P
				\$ 3,460.77	

Accounts Payable Invoice Report

G/L Date Range 11/01/24 - 11/30/24
 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									
37867610	copier lease	Edit		11/11/2024	11/26/2024	11/25/2024			330.43
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		<u>\$330.43</u>
Vendor 2348 - AMAZON CAPITAL SERVICES									
1JCK-WPKH-8HMR	misc office and bldg supp	Edit		11/11/2024	12/10/2024	11/25/2024			199.08
			Vendor 2348 - AMAZON CAPITAL SERVICES Totals			Invoices	1		<u>\$199.08</u>
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC									
01014647	replacement floor mat	Edit		10/30/2024	11/29/2024	11/25/2024			120.00
01014814	spray bottle	Edit		11/05/2024	11/15/2024	11/25/2024			8.40
01015115	pulley kit	Edit		11/15/2024	12/14/2024	11/25/2024			33.00
01015268	misc bldg supp	Edit		11/18/2024	12/17/2024	11/25/2024			175.40
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	4		<u>\$336.80</u>
Vendor 110380 - CHOICE PRINTING									
JC71490	application cards	Edit		11/15/2024	11/26/2024	11/25/2024			29.80
			Vendor 110380 - CHOICE PRINTING Totals			Invoices	1		<u>\$29.80</u>
Vendor 1874 - ECHO GROUP, INC.									
S010923472.001	tamper proof screwdriver	Edit		11/12/2024	12/06/2024	11/25/2024			35.60
			Vendor 1874 - ECHO GROUP, INC. Totals			Invoices	1		<u>\$35.60</u>
Vendor 130515 - FORT DODGE FIBER									
FDNovember	internet services	Edit		11/01/2024	12/15/2024	11/25/2024			55.00
			Vendor 130515 - FORT DODGE FIBER Totals			Invoices	1		<u>\$55.00</u>
Vendor 40455 - FRONTIER COMMUNICATIONS									
110724	line charge	Edit		11/07/2024	12/02/2024	11/25/2024			74.25
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		<u>\$74.25</u>
Vendor 72499 - MENARDS INC									
20934	glue remover	Edit		11/05/2024	12/04/2024	11/25/2024			5.97
21688	sponge	Edit		11/18/2024	12/17/2024	11/25/2024			5.99
			Vendor 72499 - MENARDS INC Totals			Invoices	2		<u>\$11.96</u>
Vendor 73975 - MIDAMERICAN ENERGY									
559948133	electricity charges	Edit		11/11/2024	12/03/2024	11/25/2024			3,079.87
			Vendor 73975 - MIDAMERICAN ENERGY Totals			Invoices	1		<u>\$3,079.87</u>
Vendor 78420 - NAPA AUTO									
477228	battery for AED	Edit		10/30/2024	11/29/2024	11/25/2024			8.20
			Vendor 78420 - NAPA AUTO Totals			Invoices	1		<u>\$8.20</u>
Vendor 88000 - PITNEY BOWES, INC.									
1026450015	postage machine svc agreement	Edit		11/20/2024	12/20/2024	11/25/2024			11.90
1026450016	quarterly postage meter charges	Edit		11/20/2024	12/20/2024	11/25/2024			77.40
			Vendor 88000 - PITNEY BOWES, INC. Totals			Invoices	2		<u>\$89.30</u>
Vendor 1905 - ALEXIS POWERS									
WB Powers 2024	wellness benefit	Edit		11/18/2024	11/26/2024	11/25/2024			50.00
			Vendor 1905 - ALEXIS POWERS Totals			Invoices	1		<u>\$50.00</u>
Vendor 90670 - QUILL CORP.									

Accounts Payable Invoice Report

G/L Date Range 11/01/24 - 11/30/24
 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
41379113	toner	Edit		11/04/2024	12/03/2024	11/25/2024			52.19
			Vendor 90670 - QUILL CORP. Totals			Invoices	1		\$52.19
Vendor 130076 - TODAY'S BUSINESS SOLUTIONS, INC.									
102824-52	quarterly fax charges	Edit		10/29/2024	11/28/2024	11/25/2024			102.56
			Vendor 130076 - TODAY'S BUSINESS SOLUTIONS, INC. Totals			Invoices	1		\$102.56
Vendor 2253 - WOODRIVER ENERGY LLC									
422316	#6323	Edit		11/12/2024	11/27/2024	11/25/2024			790.96
			Vendor 2253 - WOODRIVER ENERGY LLC Totals			Invoices	1		\$790.96
			Grand Totals			Invoices	20		\$5,246.00

Director's Report – November 2024

Budget

- Included in this month's board packet is our initial budget proposal for FY26. I am proposing the following changes for next fiscal year's budget:
 - Increase of \$8,000.00 in revenues from Webster County (estimate based on FY25 funding level)
 - Increase of \$7,414.00 for personnel (promotion of LAIs to LAIs)
 - Increase of \$250.00 – Professional Fees
 - Increase of \$500.00 – Postage
 - Elimination of \$150.00 – Freight (no longer use)
 - Increase of \$3,000.00 – Maintenance Contracts
 - Decrease of \$2,300.00 – Internet Services
 - Increase of \$100.00 – Telephone Service
 - Decrease of \$250.00 – Travel/Meals/Lodging
 - Transfer of \$550,000.00 from Scharfenburger Funds to Library Capital Revenues (placeholder amount for remodel in FY26/27)

Programming

- We've been asked to 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 in celebration of their remodeling projects over the last few years.
- Magnatiles and craft activities will be available in the Children's Department on the following days: Wednesday, November 27th, Saturday, December 7th, and Saturday, December 21st.
- Laurie has started booking performers for next summer's Tuesday Adventures.
- We've already had 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.

Personnel

- Reminder – the Board needs to complete my annual review in the next two months.
- We chose to part ways with our most recent hire during her probationary period so we are currently advertising for a new part-time Library Assistant I. I hope to have someone hired/ready to start shortly after January 1, 2025.
- After careful consideration and discussions with staff and HR, I am recommending that the Board vote to promote our part-time Library Assistant Is to part-time Library Assistant IIs starting July 1, 2025. Reasons for this change include:
 - Better patron experience as any staff member would be able to assist them instead of having to refer them to a different service desk or staff member (most circumstances)
 - Increased flexibility when scheduling staff since any staff member could be assigned to any department or public service desk when needed (programming, vacations, unexpected absences, etc.)
 - Elimination of confusion over job duties/responsibilities
 - One job description for paraprofessional staff members
 - One set of standards for training/continuing education/annual reviews

Miscellaneous

- The staff recently asked for new chairs for the public service desks since the ones we have now were originally purchased in 2001 and most are worn out and dirty. I contacted the company the City used to buy their new office furniture and requested a quote for 15 new chairs (public service desks and offices). I asked the Friends of the Library at their November meeting if they would pay for them and they agreed. Once ordered, the new chairs should arrive in 4-6 weeks.
- Our new Meescan self-checkout has arrived and I just need to assemble/configure it so we can make it available to patrons. The Meescan team is still working on figuring out a way to prevent people from using the app to check out DVDs so we are waiting to publicize/debut the app until they have a solution. I'm hoping we will be able to publicize the app in early January.

Policies

- Displays in the Library: minor changes in phrasing/wording.

Fort Dodge Public Library – October 2024

Circulation

2024: 6,590
2023: 6,568

Gate Count

2024: 5,807
2023: 5,825

Internet Computers Use

Total Number of Logins: 538
Total Time Used: 18 days 19 hours 33 minutes
Average Time Used: 50 minutes

Public WiFi Use

Number of Unique Users: 33
Total Session Count: 129
Total Time Used: 192 hours
Avg. Session Time: 89 minutes

Library Programs - Adults

Number of Programs: 9
Total Participation: 245
Library Speakers Consortium Program Views: 1,294

Library Programs - Teens

Number of Programs: 1
Total Participation: 0

Library Programs - Children

Number of Programs: 22
Total Participation: 1,345

Adventure Pass Use

Total Number of Passes Borrowed: 14
Blank Park Zoo: 4; Des Moines Botanical Gardens: 0; Des Moines Children's Museum: 1;
Reiman Gardens: 3; Science Center of Des Moines: 6

Hoopla Usage

New Patrons:	7	Avg. Circs/Patron:	4.9
Unique Patrons:	161	Avg. Circ Price:	\$2.36
Circulations:	794	Amount Spent:	\$1,872.61

ScanEZ Usage

Total Number of Jobs:	342
Total Number of Pages:	1,760
Scan to Copy:	1,102 pages (\$120.45)
Scan to Fax:	244 pages (\$34.50)
Scan to Email:	383 pages (no charge)
Scan to USB:	31 (no charge)
Total Payments:	\$154.95

Ending November 30, 2024

FDPL Foundation Fund

	YTD Budget	November 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	50.90	800.55	10,403.02	10,352.12	7%
___Young Adult Programming	4,200.80		568.71	3,632.09	3,632.09	14%
260 Technology	60,425.20		12,050.19	48,375.01	48,375.01	20%
268 Audio/Visual Materials	15,225.71		-	15,225.71	15,225.71	0%
278 Staff Development	5,279.51		1,661.45	3,618.06	3,618.06	31%
301 Building Supplies	2,901.69	51.00	1,169.86	1,782.83	1,731.83	40%
321 Operating Supplies	2,223.87		845.60	1,378.27	1,378.27	38%
610 Adult Materials	73,667.20		-	73,667.20	73,667.20	0%
620 Children Materials	46,135.50		-	46,135.50	46,135.50	0%
640 Young Adult Materials	21,483.81	349.43	4,130.35	17,702.89	17,353.46	19%
Fawkes Monies	31,049.31		2,222.63	28,826.68	28,826.68	7%
	279,058.49	451.33	24,554.34	254,955.48	254,504.15	9%

FDPL-F Deardorf

	YTD Budget	November Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
510 Adult Materials	22,544.95	3,248.42	21,480.56	4,312.81	1,064.39	95%
520 Children's Materials	9,205.02		4,652.04	4,552.98	4,552.98	51%
540 Young Adult Materials	42.83		-	42.83	42.83	0%
568 Adult Audio/Visual Materials	39,674.89	763.33	6,884.09	33,554.13	32,790.80	17%
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		-	1,823.30	1,823.30	0%
Public Art Monies	9,489.66		3,624.68	5,864.98	5,864.98	38%
	92,158.04	4,011.75	36,969.49	59,290.30	55,278.55	40%

FDPL-F AXY Fdn Grant

	YTD Budget	November 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	250,483	350,533	38.41%
GENERAL REVENUES				
(41005) PROPERTY TAX, PUBLIC LIBRARY	554,508	207,233	242,015	43.65%
(43915) WEBSTER CO- LIBRARY	142,000	25,091	50,182	35.34%
(44810) LIBRARY CHARGES, FEES	5,000	889	2,897	57.94%
(46010) INTEREST - LIBRARY	1,500	294	1,934	128.93%
(49110) LIBRARY EMPL BENEFITS REIMB	209,545	16,976	53,505	25.53%
	Budget	MTD	YTD	% Expended
Expenses	912,553	67,978	297,853	32.64%
PERSONNEL SERVICES				
(6100) ALL PERSONAL SERV	595,608	44,725	189,440	31.81%
(6129) FICA CONTRIB	36,929	2,693	11,413	30.91%
(6130) MEDICARE CONTRIBUTION	8,637	630	2,669	30.91%
(6131) CITY CONTRIB FOR IPERS	55,478	4,222	17,860	32.19%
(6137) GROUP INSURANCE	108,501	9,431	38,500	35.48%
CONTRACTUAL SUPPLIES & SVCS				
(6207) PROFESSIONAL FEES	1,000	0	338	33.80%
(6249) POSTAGE	1,500	1,000	1,000	66.67%
(6251) FREIGHT	150	0	0	0.00%
(6259) MAINTENANCE CONTRACTS	23,000	443	10,625	46.20%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	197	638	6.38%
(6268) INTERNET SERVICES	3,000	55	1,470	48.98%
(6271) TELEPHONE SERVICE	800	74	297	37.08%
(6277) TRAVEL MEALS LODGING	450	0	0	0.00%
(6281) GAS/ELECTRICITY COMBINED	55,000	4,056	20,556	37.37%
COMMODITIES				
(6301) BUILDING SUPPLIES	7,500	282	1,348	17.97%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	170	1,699	33.99%

Oct

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	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	7653	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	3,036.91	5,000.00
	<i>Fees & Services Totals</i>	\$5,193.32	\$6,266.29	\$5,000.00	\$3,036.91	\$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	70,442.91	209,545.00
	<i>Miscellaneous Totals</i>	\$203,549.87	\$205,356.90	\$209,545.00	\$70,442.91	\$209,545.00
<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	1,933.90	1,500.00
	<i>Use Of Money Totals</i>	\$4,481.37	\$8,848.76	\$1,500.00	\$1,933.90	\$1,500.00
	Division 4110 - LIBRARY SERVICES Totals	\$856,165.28	\$885,470.04	\$912,553.00	\$407,067.24	\$920,553.00
	Department 31 - LIBRARY Totals	\$856,165.28	\$885,470.04	\$912,553.00	\$407,067.24	\$920,553.00
	REVENUE TOTALS	\$856,165.28	\$885,470.04	\$912,553.00	\$407,067.24	\$920,553.00
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	211,908.26	592,918.00
	Comments					
	Level	<i>Comment</i>				
	Department	Would like to promote our 3 PT LAIs to PT LAIIs. Would allow all LAs to cover all service desks. Would mean an additional \$6,332.00 in salaries, \$484.00 in taxes, and \$598.00 in benefits for a total increase of \$7,414.00 in personnel services expenses.				
6129	CITY CONTRIB FOR FICA	32,512.56	33,678.99	36,929.00	12,766.42	36,761.00
6130	CITY CONTRIB FOR MEDICARE	7,603.73	7,876.52	8,637.00	2,985.68	8,598.00
6131	CITY CONTRIB FOR IPERS	49,593.21	52,172.40	55,478.00	19,981.21	55,972.00
6137	GROUP INSURANCE	111,815.16	110,621.02	108,501.00	43,181.26	118,449.00
	<i>Personnel Services Totals</i>	\$739,253.22	\$760,411.20	\$805,153.00	\$290,822.83	\$812,698.00

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>												
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	10,625.27	27,000.00						
6264	EQUIPMENT-REPAIR/MAINTENANCE	4,350.37	3,286.16	10,000.00	637.97	10,000.00						
6268	INTERNET SERVICES	3,271.87	2,998.80	3,000.00	1,469.50	700.00						
6271	TELEPHONE SERVICE	716.16	779.14	800.00	296.61	900.00						
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Comments</th> </tr> <tr> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Department</td> <td>If we switch to cellular monitoring for our security system we may be able to reduce/eliminate this.</td> </tr> </tbody> </table>							Comments		Level	Comment	Department	If we switch to cellular monitoring for our security system we may be able to reduce/eliminate this.
Comments												
Level	Comment											
Department	If we switch to cellular monitoring for our security system we may be able to reduce/eliminate this.											
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	20,555.70	55,000.00						
<i>Contractual Supplies & Svcs Totals</i>		\$85,995.31	\$83,099.70	\$94,900.00	\$34,923.05	\$97,050.00						
<i>Commodities</i>												
6301	BUILDING & HOUSE SUPPLIES	5,356.83	5,889.89	7,500.00	1,347.78	7,000.00						
6321	OPERATING SUPPLIES	2,862.30	3,226.09	5,000.00	1,799.35	5,000.00						
<i>Commodities Totals</i>		\$8,219.13	\$9,115.98	\$12,500.00	\$3,147.13	\$12,000.00						
Division 4110 - LIBRARY SERVICES Totals		\$833,467.66	\$852,626.88	\$912,553.00	\$328,893.01	\$921,748.00						
Department 31 - LIBRARY Totals		\$833,467.66	\$852,626.88	\$912,553.00	\$328,893.01	\$921,748.00						
EXPENSE TOTALS		\$833,467.66	\$852,626.88	\$912,553.00	\$328,893.01	\$921,748.00						
Fund 002 - Library General Totals												
REVENUE TOTALS		\$856,165.28	\$885,470.04	\$912,553.00	\$407,067.24	\$920,553.00						
EXPENSE TOTALS		\$833,467.66	\$852,626.88	\$912,553.00	\$328,893.01	\$921,748.00						
Fund 002 - Library General Totals		\$22,697.62	\$32,843.16	\$0.00	\$78,174.23	(\$1,195.00)						

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						
<i>Use Of Money</i>						
46010	INTEREST	13,879.18	27,484.10	6,000.00	6,620.29	6,000.00
	<i>Use Of Money Totals</i>	\$13,879.18	\$27,484.10	\$6,000.00	\$6,620.29	\$6,000.00
	Division 4119 - SCHARFENBURGER Totals	\$13,879.18	\$27,484.10	\$6,000.00	\$6,620.29	\$6,000.00
	Department 31 - LIBRARY Totals	\$13,879.18	\$27,484.10	\$6,000.00	\$6,620.29	\$6,000.00
	REVENUE TOTALS	\$13,879.18	\$27,484.10	\$6,000.00	\$6,620.29	\$6,000.00
EXPENSE						
Department 31 - LIBRARY						
Division 4119 - SCHARFENBURGER						
<i>Contractual Supplies & Svcs</i>						
6292	OPERATING EXPENSES	.00	.00	.00	.00	550,000.00
Comments						
	<i>Level</i>	<i>Comment</i>				
	Department	Use of monies for remodel of Library				
	<i>Contractual Supplies & Svcs Totals</i>	\$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	\$6,620.29	\$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	\$6,620.29	(\$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						
<i>Miscellaneous</i>						
47180	CONTRIBUTIONS	69,656.41	63,227.00	35,000.00	37,042.62	40,000.00
	<i>Miscellaneous Totals</i>	\$69,656.41	\$63,227.00	\$35,000.00	\$37,042.62	\$40,000.00
	Division 4116 - LIBRARY MEMORIAL Totals	\$69,656.41	\$63,227.00	\$35,000.00	\$37,042.62	\$40,000.00
	Department 31 - LIBRARY Totals	\$69,656.41	\$63,227.00	\$35,000.00	\$37,042.62	\$40,000.00
	REVENUE TOTALS	\$69,656.41	\$63,227.00	\$35,000.00	\$37,042.62	\$40,000.00
EXPENSE						
Department 31 - LIBRARY						
Division 4116 - LIBRARY MEMORIAL						
<i>Capital Outlay</i>						
6419	OTHER CAPITAL EQUIPMENT	64,311.84	56,291.95	35,000.00	24,366.30	40,000.00
	<i>Capital Outlay Totals</i>	\$64,311.84	\$56,291.95	\$35,000.00	\$24,366.30	\$40,000.00
	Division 4116 - LIBRARY MEMORIAL Totals	\$64,311.84	\$56,291.95	\$35,000.00	\$24,366.30	\$40,000.00
	Department 31 - LIBRARY Totals	\$64,311.84	\$56,291.95	\$35,000.00	\$24,366.30	\$40,000.00
	EXPENSE TOTALS	\$64,311.84	\$56,291.95	\$35,000.00	\$24,366.30	\$40,000.00
	Fund 167 - Library Memorial Fund Totals					
	REVENUE TOTALS	\$69,656.41	\$63,227.00	\$35,000.00	\$37,042.62	\$40,000.00
	EXPENSE TOTALS	\$64,311.84	\$56,291.95	\$35,000.00	\$24,366.30	\$40,000.00
	Fund 167 - Library Memorial Fund Totals	\$5,344.57	\$6,935.05	\$0.00	\$12,676.32	\$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	\$7,725.74	\$7,691.53	\$7,000.00	\$7,652.52	\$7,000.00
	Grants Totals	\$7,725.74	\$7,691.53	\$7,000.00	\$7,652.52	\$7,000.00
	Division 4114 - ENRICH IOWA FUNDS Totals	\$7,725.74	\$7,691.53	\$7,000.00	\$7,652.52	\$7,000.00
	Department 31 - LIBRARY Totals	\$7,725.74	\$7,691.53	\$7,000.00	\$7,652.52	\$7,000.00
	REVENUE TOTALS	\$7,725.74	\$7,691.53	\$7,000.00	\$7,652.52	\$7,000.00
	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	\$7,816.31	\$7,746.58	\$7,000.00	\$0.00	\$7,000.00
	Division 4114 - ENRICH IOWA FUNDS Totals	\$7,816.31	\$7,746.58	\$7,000.00	\$0.00	\$7,000.00
	Department 31 - LIBRARY Totals	\$7,816.31	\$7,746.58	\$7,000.00	\$0.00	\$7,000.00
	EXPENSE TOTALS	\$7,816.31	\$7,746.58	\$7,000.00	\$0.00	\$7,000.00
	Fund 301 - Library Enrich Iowa Totals					
	REVENUE TOTALS	\$7,725.74	\$7,691.53	\$7,000.00	\$7,652.52	\$7,000.00
	EXPENSE TOTALS	\$7,816.31	\$7,746.58	\$7,000.00	\$0.00	\$7,000.00
	Fund 301 - Library Enrich Iowa Totals	(\$90.57)	(\$55.05)	\$0.00	\$7,652.52	\$0.00

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>\$458,382.67</u>	<u>\$1,526,553.00</u>
	EXPENSE GRAND TOTALS	<u>\$915,253.88</u>	<u>\$926,746.88</u>	<u>\$1,544,246.00</u>	<u>\$382,659.31</u>	<u>\$2,108,441.00</u>
	Net Grand Totals	<u>\$35,321.58</u>	<u>\$60,474.63</u>	<u>(\$30,693.00)</u>	<u>\$75,723.36</u>	<u>(\$581,888.00)</u>

	Expense	When Due	Amount			
G&M	Adventure Passes-Grimes Ticket Keeper	April	\$225.00			
	Blank Park Zoo	April	\$250.00			
	DM Botanical Garden	April	\$150.00			
	DM Childrens Museum	April	\$200.00			
	Reiman Gardens	April	\$300.00			
	Science Center IA x 2	April	\$450.00			
	Zoom	April	\$79.95			
	Midwest Pano (google tour hosting)	October	\$189.00			
Paid by City	Scan EZ	January	\$3,700.00			
	Fire Extinguisher Inspection (Proshield)	January	\$267.20			
	Boiler Serviced (McGuinness)	January	\$1,000.00			
	Boiler Inspection (IA Div. of Labor)	April	\$80.00			
	Sprinkler Inspection (Viking automatic Sprinkler)	May	\$540.00			
	Mike's Pest Control	July	\$600.00			
	Fire Alarm Inspection (MIDwest)	July	\$318.72			
	TLC Catalog	July	\$5,390.92			
	SenSource (annual data hosting)	July	\$216.00			
	Microfilm agreement (EOJohnson)	August	\$1,034.11			
	GBC (ACCO Brands) Laminator Maintenance	September	\$750.00			
	Postage Mach svc agreement(Pitney Bowes)	Aug/Nov/Feb/May <i>svc exp 12/2025</i>	\$500.00			
	SEI Security	July/Oct/Jan/April	\$1,160.16			
	Woodman Controls (HVAC)	Aug/Dec/April	\$3,600.00			
	Photocopier Lease (Access)	<i>svc exp 10/2025</i>	\$4,500.00			
			total	\$23,657.11		
		Fiber- Internet		\$660.00		
	Frontier (security line)		\$900.00			
	Gas/Electric		varies			

Fort Dodge Public Library

Displays in the Library

Purpose

Fort Dodge Public Library values civic engagement and the free expression of ideas. In keeping with the Library's overall philosophy of providing access to a wide range of information, FDPL offers display/exhibit space to increase awareness of library resources and connect library visitors to the world of ideas.

~~Displays/exhibits at the Library shall further one or more of the following purposes:~~

Library displays/exhibits may:

- Call attention to a theme related to Library services, collections, or programs
- ~~Bring together library materials from several subject areas related to a theme of current interest~~
- Highlight current issues, events, or other subjects of public interest
- Showcase original art, crafts, photographs, or writings created by local or other Iowa artists
- Make traveling exhibits from state or national organizations available to the public
- Showcase ~~Explain the activities of, or issues related to,~~ local organizations and agencies engaged in civic, educational, recreational, cultural, intellectual, or charitable activities
- ~~To display~~ Present interesting collections or hobbies of local residents

Policies

Displays/exhibits at the library may not be used for the following purposes:

- To promote a specific business or commercial endeavor
- To promote a specific religious concept
- To espouse partisan politics or promote political campaigns
- To demean groups or individuals

All displays must meet existing State and Federal laws on obscenity, libel, defamation of character, or invasion of privacy.

Any group/individual ~~preparing/sponsoring the~~ scheduling a display/exhibit in the Library must be identified as part of the display.

The group/individual exhibiting scheduling a display will be responsible for all setup and teardown of their display. Displays ~~materials~~ must be removed ~~by/on~~ on or before the designated date.

The Library reserves the right to refuse to schedule any group/individual for future displays for failure ~~if they fail~~ to follow comply with any library policies.

FDPL ~~The library~~ does not accept responsibility for ensuring that all points of view are represented in any single display. Granting permission to display materials does not imply ~~Fort Dodge Public the~~ Library's endorsement of content, nor does the Library accept responsibility for the accuracy of any statements made in any display/exhibit ~~such materials~~.

FDPL ~~The library~~ reserves the right to refuse display space to exhibits which, in its opinion, do not further the purpose outlined in this policy.

Fees and Liability

There is no charge for the use of the Library's display/exhibit space and no fees may be charged to view displays/exhibits in the library.

The sale of anything other than items which promote the mission or goals of the Fort Dodge Public Library is prohibited. Library display space may not be used as a sales gallery.

FDPL ~~Fort Dodge Public Library~~ assumes no responsibility for the theft, loss, damage, or destruction of displayed materials, exhibits, or loaned items.

Repair of any damage to Library property caused by the installation, removal, or presentation of a display/exhibit will be the sole responsibility of the sponsoring person/organization.

Scheduling

The scheduling of displays/exhibits for the Library, Friends of the Fort Dodge Public Library, Fort Dodge Public Library Foundation, and the City of Fort Dodge takes priority over scheduling for other groups/individuals. Groups and individuals within Webster County seeking to use the library's display/exhibit space will also take priority over outside groups.

Groups or individuals ~~should~~ **may** reserve display space by contacting the library at least two (2) weeks in advance **of their requested date**. Displays/exhibits may not be scheduled more than one year in advance.

In order to encourage diversity of displays/exhibits, **FDPL may limit** individuals or groups ~~may be limited~~ to one display/exhibit per year.

General Policies

~~Non-monetary charitable donation receptacles for local organizations may be considered on a case-by-case basis.~~

Approved 03/28/2005
Revised 09/26/2011
Revised 12/26/2017
Reviewed 10/26/2021
Revised 11/25/2024