

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Monday, April 22, 2024
Board Room
3:30 p.m.**

- I. Call to Order/Determination of Quorum
- II. Agenda Approval
- III. Approval of Minutes
- IV. Comments/Questions from the Public
- V. Bills & Financial Reports
- VI. Communications/Board Education
- VII. Committee Reports
- VIII. Director's Report
- IX. Old Business
- X. New Business
 - a. Collection Development Policy Revision
 - b. Request for Reconsideration Policy and Form Revisions (renamed/revised as Expression of Concern Policy and Form)
 - c. Staff Development Day Closure
- XI. Adjournment

Next Meeting: Tuesday, May 28, 2024 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

March 25, 2024

I. Call to order/Determination of Quorum

President Kelly Hindman called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:30 p.m. on March 25, 2024 at the Fort Dodge Public Library.

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

II. Agenda Approval

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

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills & Financial Reports

A. Kelleher moved payments in the amount of \$2,004.90 to be approved in the Gift and Memorial Accounts. Dixon seconded. Motion carried.

B. Dixon moved payments in the amount of \$5,954.41 to be approved in the City Funds Accounts. Kelleher seconded. Motion carried.

VI. Communications/Board Education

The Board discussed the education opportunity of Basically Incredible Boards scheduled for April 18th. A registration link was provided in the Director's Report.

VII. Committee Reports

A. Friends – The book store is doing well, and membership is up. It is time to renew memberships. There will be a book signing April 9th, and a Hedda Hopper program April 10th, as well as the Brown Bag Briefings on Thursdays. The Book Sale is April 29th-May 4th.

VIII. Directors Report

Budget

- Schmidt submitted a grant request to the Deardorf Foundation.
- Schmidt will speak to SEI about alternatives to the current Frontier phone line that has increased \$13.00 per month.

Building

- Schmidt is in talks with the caster of the art installation to see about better securing them in the future.

Programming

- Schmidt will have a table at the Facing Autism Awareness Walk on April 6th.
- Mayor Bemrich may read a proclamation for National Library Week, April 7th-13th.
- Schmidt met with Burlington Public Library's Director to find out more information about the process to become sensory inclusive certified through Kulture City.

Employees

- Erika will attend the first day of the PopYS Conference on April 8th.
- The city-wide meeting is April 4th from 8:30 AM to 11:30 AM.
- Schmidt is working on revising all job descriptions.

IX. Old Business

X. New Business

XI. Adjournment

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

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

Accounts	Beginning Balance	April Income	April Expense	YTD Expense	Remaining Balance	% Expended
Children's Programming	5,168.28	5,010.99	665.38	8,861.87	6,663.82	57%
Adult Programing	370.38	750.00		368.17	857.11	30%
YA Programming	1,481.74	750.00		466.37	1,765.37	21%
Magazine/Newspapers	2,981.98			5,996.56	3,485.42	63%
General Donations & Gifts	3,196.63	449.11	333.28	3,214.82	3,542.50	48%
Donation Box	3,751.57	67.50		133.38	3,976.17	3%
Vend Print	10,213.82		822.12	2,122.56	9,884.01	18%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	1,796.27	301.98	190.28	1,505.27	2,183.38	41%
Interlibrary Loan	3,956.19			39.99	3,934.20	1%
Library Cards	331.55	7.00		-	399.55	0%
Administrative Programming	245.16	67.39		-	517.25	0%
Ann Smeltzer Charitable Trust	2,937.09		225.30	3,366.89	5,570.20	38%
Maxine Hillesland Trust	39,153.76		1,038.99	21,919.26	42,849.80	34%
Shiny Top Adult Programming	44.74			44.74	-	100%
Dolores Schermer Estate	10,492.42		925.00	925.00	9,567.42	9%
	88,910.94	7,403.97	4,200.35	48,964.88	97,985.56	33%
Scharfenberg Monies	701,102.77			-	701,102.77	0%

Fort Dodge Public Library
Gift Memorial - Checks for Approval

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor#</u>	<u>Line Item</u>	<u>Amount</u>	<u>Line Item</u>
Debit Account	3/7/2024	Superior Press checks & deposit slips	130235	6419	\$ 97.12	vendprint
4897	4/10/2024	Jillann Gabrielle-Paradise Playhouse Hedda Hopper adult program	130285	6419	\$ 600.00	vendprint
4898	4/15/2024	Feller Express Tuesday adventure deposit	130287	6419	\$ 335.00	Ch Prg (Friends)
4899	4/15/2024	Wells Fargo Visa# 4138 supp, ch prg, summer rdg	070440	6419	\$ 455.38	330.38 Ch Prg (Friends) \$125.00 Vendprint
4900	4/22/2024	Friends of Grimes PL Adventure Pass ticket software	130293	6419	\$ 225.00	Schermer Estate \$
4901	4/22/2024	Science Center of Iowa Adventure pass x 2	130305	6419	\$ 450.00	Schermer Estate \$
4902	4/22/2024	Blank Park Zoo Adventure Pass	000918	6419	\$ 250.00	Schermer Estate \$
4903	4/22/2024	Iowa Fire Control install additional outdoor camera	053135	6419	\$ 635.00	Hillesland
4904	4/22/2024	Ingram gifts/memorials, L&P, book kit	056900	6419	\$ 748.86	\$333.28 general gifts, \$225.30 Smeltzer \$190.28 L&P
4905	4/22/2024	Amazon Capital Services lcd projector	002348	6419	\$ 403.99	Hillesland

total \$ 4,200.35

Accounts Payable Invoice Report

G/L Date Range 04/01/24 - 04/30/24
 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									
36332474	copier lease	Edit		04/10/2024	04/23/2024	04/22/2024			308.82
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		<u>\$308.82</u>
Vendor 2348 - AMAZON CAPITAL SERVICES									
19YJ-GNYM-DG4F	DVDs	Edit		03/25/2024	04/23/2024	04/22/2024			63.85
119T-HDFG-4TPD	dvds, supplies	Edit		04/01/2024	04/23/2024	04/22/2024			59.50
1DVH-LN9D-YR1H	DVDs	Edit		04/15/2024	04/23/2024	04/22/2024			6.80
1HHR-QMMH-3LF3	DVDs	Edit		04/15/2024	04/23/2024	04/22/2024			19.96
			Vendor 2348 - AMAZON CAPITAL SERVICES Totals			Invoices	4		<u>\$150.11</u>
Vendor 1162 - BLACKSTONE PUBLISHING									
2148302	audio books	Edit		04/09/2024	04/23/2024	04/22/2024			254.34
			Vendor 1162 - BLACKSTONE PUBLISHING Totals			Invoices	1		<u>\$254.34</u>
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC									
01007533	misc bldg supp	Edit		03/26/2024	04/23/2024	04/22/2024			173.00
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	1		<u>\$173.00</u>
Vendor 40455 - FRONTIER COMMUNICATIONS									
40724	line charge	Edit		04/07/2024	04/23/2024	04/22/2024			73.97
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		<u>\$73.97</u>
Vendor 52495 - IOWA COMMUNICATIONS NETWORK									
693060LIB	internet services	Edit		04/02/2024	04/23/2024	04/22/2024			249.90
			Vendor 52495 - IOWA COMMUNICATIONS NETWORK Totals			Invoices	1		<u>\$249.90</u>
Vendor 72499 - MENARDS INC									
09336	misc bldg supp	Edit		04/12/2024	04/23/2024	04/22/2024			53.95
			Vendor 72499 - MENARDS INC Totals			Invoices	1		<u>\$53.95</u>
Vendor 73975 - MIDAMERICAN ENERGY									
551906851	electricity charges	Edit		04/12/2024	04/23/2024	04/22/2024			2,279.93
			Vendor 73975 - MIDAMERICAN ENERGY Totals			Invoices	1		<u>\$2,279.93</u>
Vendor 97330 - SHERWIN-WILLIAMS									
2751-5	paint	Edit		03/25/2024	04/23/2024	04/22/2024			22.83
2819-0	paint & brush	Edit		03/27/2024	04/23/2024	04/22/2024			31.08
			Vendor 97330 - SHERWIN-WILLIAMS Totals			Invoices	2		<u>\$53.91</u>
Vendor 130427 - UNITYPOINT HEALTH AT WORK FORT DODGE									
220794 LIB	PCP fit for duty	Edit		03/26/2024	04/23/2024	04/22/2024			124.00
			Vendor 130427 - UNITYPOINT HEALTH AT WORK FORT DODGE Totals			Invoices	1		<u>\$124.00</u>
Vendor 1924 - VIKING AUTOMATIC SPRINKLER CO									
1025-F350349	annual sprinkler/backflow inspection	Edit		04/04/2024	04/23/2024	04/22/2024			600.00
			Vendor 1924 - VIKING AUTOMATIC SPRINKLER CO Totals			Invoices	1		<u>\$600.00</u>
Vendor 2253 - WOODRIVER ENERGY LLC									
390612	#6323	Edit		04/15/2024	04/23/2024	04/22/2024			665.21
			Vendor 2253 - WOODRIVER ENERGY LLC Totals			Invoices	1		<u>\$665.21</u>
			Grand Totals			Invoices	16		<u>\$4,987.14</u>

Director's Report – April 2024

Programming

- Planning for the summer reading programs is almost done. This year's theme is Relax & Read and our program kicks off June 3rd. Laurie has some great Tuesday adventures booked and Erika is working on finalizing some special program opportunities for teens and adults. We hope to start on the website page soon.
- We had more than 100 entries for this spring's caterpillar coloring contest in the Children's Department.
- Winter/spring storytime sessions wrapped up April 10th & 11th. Summer storytime sessions will start the first week of June and run through the end of the month.
- I enjoyed participating in the Autism Awareness Walk on Saturday, April 6th at FDMS. They had 121 people attend this year's walk and I had a great time handing out scratch bookmarks and chatting with everyone. I had a number of people fill out a brief survey I created asking what we could do to make the library more accessible for those with autism and other sensory issues. I got some good feedback and will be talking to staff about how we might be able to implement some of those ideas.
- April has been busy with a variety of adult program opportunities including our regular book club, adult coloring, Brown Bag Briefings, and two special events held during National Library Week.
- Erika will be holding another puzzle swap in May. Individuals will be able to drop off their gently used puzzles April 29th – May 9th for vouchers that can then be used at the swap on Saturday, May 11th. This time we will be accepting puzzles of all sizes so children can also participate.

Building

- Greg Hogan had a little free time this month so he repaired and painted the west wall of the hallway leading to the large meeting room. When he's got some free time this fall, he will repair and paint the east wall.
- I received the estimate from Casting Creations of Minnesota Inc. for the replacement costs for the two pieces stolen from the art installation out in front of the building. The speaker's staff will cost approximately \$2,517.50 and the owl will cost approximately \$446.25. The Deardorf Foundation gave us \$10,000.00 a number of years ago to maintain it so we will use those monies to pay for their replacement.

Employees

- I am planning to close the building for a day in May for staff training. After Narcan training at the citywide meeting in April, several staff members mentioned that it would be nice to have a refresher course on using the AED and basic CPR. With summer just around the corner and three new staff I think it would also be beneficial for us to get together to review circulation policies and procedures, what to do in case of bad weather, how to handle "missing parents", and how the different summer reading programs work.

- We will be using funds from the advertising line of the Foundation budget to purchase Overdrive Libby app t-shirts or sweatshirts for staff to wear at work.

Patrons

- I received paperwork from the Webster County Attorney's office about the theft of the speaker's staff by Anthony Linderman in October 2023. A trial has not yet been set but they included a copy of the initial appearance order listing the charges and a no contact order. They also included a statement of pecuniary damages that I completed and returned to their office. I believe Mr. Linderman is homeless so I doubt we will be reimbursed for the staff.

Policies/Accreditation

We will be applying for reaccreditation in February 2025. As part of that process we must verify that we meet certain standards, including board approved policies covering circulation, collection development, internet use, and personnel. These four policies need to have been reviewed and approved in the last three years (since February 2022 for those applying in 2025). The Board reviewed and updated the library's circulation, internet use, and personnel policies in 2023 but our collection development policy has not been reviewed/updated since July 2021.

Since the collection development and request for reconsideration policies are related, I felt it was a good time to revise both. Revisions to the collection development policy include shortening Fort Dodge Public Library to FDPL where possible, rewording the section about collection management (weeding materials), adding and/or rewording some of the criteria for selection, and adding a section about expressions of concern (formerly known as request for reconsideration of materials).

The request for reconsideration of materials policy and form have been totally revised and updated. Since individuals may express concerns about things other than materials, the policy and form have also been renamed to reflect this. There have also been changes made to the procedure staff, board members, and persons wishing to file a formal written concern will follow in such a situation.

Fort Dodge Public Library – March 2024

Circulation

2024: 6,444

2023: 6,816

Gate Count

2024: 5,013

2023: 5,225

Internet Computers Use

Total Number of Logins: 483

Total Time Used: 16 days 8 hours 19 minutes

Average Time Used: 49 minutes

Public WiFi Use

Number of Unique Users: 24

Total Session Count: 51

Total Time Used: 30 hours 58 minutes

Avg. Session Time: 35 minutes

Library Programs - Adults

Number of Programs: 4

Total Participation: 54

Library Programs - Teens

Number of Programs: 2

Total Participation: 4

Library Programs - Children

Number of Programs: 18

Total Participation: 1,029

Adventure Pass Use

Total Number of Passes Borrowed: 11

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

Reiman Gardens: 0; Science Center of Des Moines: 5

Hoopla Usage

New Patrons: 19

Unique Patrons: 149

Circulations: 651

Avg. Circls/Patron: 4.4

Avg. Circ Price: \$2.19

Amount Spent: \$1,428.11

ScanEZ Usage

Total Number of Pages: 1,024

Total Number of Jobs: 211

Scan to Copy: 589 pages (\$60.50)

Scan to Fax: 294 pages (\$48.25)

Scan to Email: 136 pages (no charge)

Scan to USB: 4 (no charge)

Scan to Translation: 1 (no charge)

Total Payments: \$108.75

GENERAL FUND

	Budget	MTD	YTD	% Received
Revenues	886,697	62,046	575,331	64.88%
GENERAL REVENUES				
(41005) PROPERTY TAX, PUBLIC LIBRARY	521,425	12,915	300,847	57.70%
(43915) WEBSTER CO- LIBRARY	142,000	23,805	95,219	67.06%
(44810) LIBRARY CHARGES, FEES	4,000	666	4,714	117.86%
(45020) LIBRARY FINES, FORFEITURES	2,000		1,008	50.40%
(46010) INTEREST - LIBRARY	1,500	514	6,807	453.82%
(49110) LIBRARY EMPL BENEFITS REIMB	215,772	24,147	166,735	77.27%
	Budget	MTD	YTD	% Expended
Expenses	886,697	92,704	648,492	73.14%
PERSONNEL SERVICES				
(6100) ALL PERSONAL SERV	568,125	62,729	414,746	73.00%
(6129) FICA CONTRIB	35,225	3,776	25,676	72.89%
(6130) MEDICARE CONTRIBUTION	8,238	883	6,005	72.89%
(6131) CITY CONTRIB FOR IPERS	53,632	5,922	39,692	74.01%
(6137) GROUP INSURANCE	118,677	13,566	87,882	74.05%
CONTRACTUAL SUPPLIES & SVCS				
(6207) PROFESSIONAL FEES	750	0	1,204	160.57%
(6249) POSTAGE	3,000	0	1,000	33.33%
(6251) FREIGHT	150	0	30	20.00%
(6259) MAINTENANCE CONTRACTS	24,000	1,009	21,562	89.84%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	526	2,753	27.53%
(6268) INTERNET SERVICES	3,600	250	1,999	55.53%
(6271) TELEPHONE SERVICE	800	74	557	69.65%
(6277) TRAVEL MEALS LODGING	0	0	0	
(6281) GAS/ELECTRICITY COMBINED	48,000	3,073	38,561	80.34%
COMMODITIES				
(6301) BUILDING SUPPLIES	7,500	322	3,762	50.16%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	574	3,062	61.24%

CAPITAL PROJECTS	Budget	MTD	YTD	% Expended/Received
BUILDING FUND				
Revenues				
(46110) GO BOND, LIBRARY CONSTRUCTION		0	0	
Expenses				
(6431) BUILDING RENOVATION	36,693	-	6,613	18.02%
PUBLIC LIBRARY STATE GRANT				
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000	0	3,349	111.63%
Expenses				
(6480) BOOKS, ADULT	3,000	0	0	0.00%
ENRICH IOWA FUNDS				
Revenues				
(43379) ENRICH IOWA GRANT	6,500	0	7,692	118.33%
Expenses				
(6480) BOOKS, ADULT	6,500	126	3,306	50.86%

Ending April 30, 2024

FDPL Foundation Fund

	YTD Budget	April Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
228 Advertising	7,552.77	558.07	558.07	6,182.77	5,624.70	26%
248 Adult Programming	11,916.51	93.76	93.76	10,339.09	10,245.33	14%
___Young Adult Programming	3,000.00	61.20		3,000.00	2,938.80	2%
260 Technology	70,700.63	3,274.89	3,274.89	39,254.05	35,979.16	49%
268 Audio/Visual Materials	16,122.83		-	15,275.19	15,275.19	5%
278 Staff Development	5,932.45	125.00	125.00	3,904.34	3,779.34	36%
301 Building Supplies	7,784.16	610.16	610.16	1,227.53	617.37	92%
321 Operating Supplies	2,223.32		-	980.64	980.64	56%
610 Adult Materials	71,724.70	3,746.39	3,746.39	57,749.25	54,002.86	25%
620 Children Materials	29,572.14		-	28,489.29	28,489.29	4%
640 Young Adult Materials	19,734.94		-	18,614.37	18,614.37	6%
Fawkes Monies	31,192.11	62.41	62.41	25,452.32	25,389.91	19%
	277,456.56	8,531.88	8,470.68	210,468.84	201,936.96	27%

FDPL-F Deardorf

	YTD Budget	April Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
___Technology/Non-Print	12,500.00	12,500.00		12,500.00	-	100%
510 Adult Materials	20,004.19		-	44.95	44.95	100%
520 Children's Materials	10,000.00	96.36	96.36	3,772.24	3,675.88	63%
540 Young Adult Materials	5,030.48	807.94	807.94	850.77	42.83	99%
568 Adult Audio/Visual Materials	43,576.39	276.35	276.35	40,682.58	40,406.23	7%
570 Childrens' Audio/Visual Materials	18,195.34		-	7,494.62	7,494.62	59%
Children's Department Enhancement	1,540.07		-	1,540.07	1,540.07	0%
Public Access Computers	312.12		-	312.12	312.12	0%
Games Programs Project	30.58		-	30.58	30.58	0%
FD Writers' Workshop	4,587.96		-	1,823.30	1,823.30	60%
Public Art Monies	9,489.66		-	9,489.66	9,489.66	0%
	125,266.79	13,680.65	1,180.65	78,540.89	64,860.24	48%

FDPL-F AXY Fdn Grant

	YTD Budget	April Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
670 AXY Grant	4,657.46		-	4,657.46	4,657.46	0%
	4,657.46	-	-	4,657.46	4,657.46	0%

Fort Dodge Public Library

Collection Development

Purpose

Fort Dodge Public Library strives to provide all patrons with fair and equal access to library materials. This policy provides guidance for the selection, evaluation, inclusion, and retention of materials to anticipate and meet the needs of the Fort Dodge ~~community~~ Public Library service area.

Responsibility for Selection

The ~~Fort Dodge Public Library~~ Board of Trustees delegates authority for the selection of materials and the development of the Library's collections to the Library Director and those members of the staff designated by the director as selectors, who are charged with meeting the goals of ~~the Collection Development Policy~~ this policy.

Selection Guidelines and Practices

A primary goal of FDPL is to provide collections that are responsive to the varied needs of the community. Materials selected ~~for the collection~~ strive to meet the current and long-term needs of ~~Fort Dodge residents~~ community members of all ages and abilities for informational, educational, cultural, and recreational purposes. The Library also strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty, within the limits of cost and space and considering current holdings and demand.

Generally, the Library's collections are broad, current and popular, of interest to the general public, and not archival or comprehensive. ~~The library~~ FDPL does not collect materials to support local school curricula except when these materials may also serve the general public.

Fort Dodge Public Library adheres to the American Library Association's Library Bill of Rights and its interpretations and The Freedom to Read and Freedom to View statements.

Inclusion of material in the collection does not imply the Library's endorsement of it or its contents. ~~The Library~~ FDPL recognizes that any given item may offend ~~some patrons, someone~~ but because the Library ~~follows~~ adheres to accepted principles of intellectual freedom, it will not remove ~~specific titles~~ an item solely because an individuals or groups may find ~~them~~ it objectionable. Each item will be evaluated according to its merit and items will not be excluded because of the race, religion, sexual orientation, or political views of the author. Neither will an item be excluded due to a judgment based on individual passages or images taken out of context.

Patron Requests

~~Fort Dodge Public Library~~ FDPL patrons are encouraged to request or recommend items for ~~purchase~~ addition to the collection through our website, via email, or in person at any public service desk. ~~These~~ Requests will be evaluated using the selection criteria outlined in this policy. ~~Request forms are available at all public service desks.~~

Criteria for Selection

All materials are evaluated using the following criteria:

- Content fits within the mission and strategic plan of ~~the Fort Dodge Public Library~~ FDPL
- Current appeal and popular demand

- Cost
- ~~Timeliness~~ Date of publication
- ~~Scarcity of material on the subject and~~ Availability of material elsewhere in the community or from other locations accessible through interlibrary loan
- Suitability of form for library use
- ~~Quality and sustainability of the format~~
- Representation of diverse points of view ~~and broad knowledge base~~
- Relevance to community interests and needs
- Consideration of the work as a whole
- Technical quality of the item such as binding, paper quality, accessibility, usability, and sustainability of the format
- Accuracy of content or information presented
- Significance of author, creator, illustrator or publisher
- Circulation history of the creator's previous works or similar titles
- Summaries and reviews of materials found in professional, literary, specialized, and/or general resources
- Physical limitations of the building and shelving
- Commercial availability of the material

Materials in electronic format are evaluated using the following additional criteria:

- Added value over other formats
- ~~User friendly search interface~~
- Remote and in-house accessibility
- Ease of use
- Unlimited access, when possible
- Customer access based on library card number
- Vendor-provided usage statistics
- Maintained over a variety of computer platforms

An item does not need to meet all of these criteria in order to be acceptable. Other considerations may be applicable in specific subject areas or collections.

Formats

Materials are purchased in the most appropriate sustainable format for library use. ~~Fort Dodge Public Library~~ FDPL recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community. The library monitors the development of new formats and may add these to the collection. The continuation of current formats and the adoption of new formats will be based on market acceptance of the format, its ability to provide a cost-effective alternative to existing formats, and the library's financial ability to acquire, process, and maintain such a ~~sufficient~~ collection.

Multiple Copies

~~Fort Dodge Public Library~~ FDPL may respond ~~directly~~ to community and patron interests by purchasing multiple copies of certain items. The number of duplicate copies purchased may be determined by the number of holds placed on a given title. The library strives to meet temporary demand and still build a collection with breadth and depth.

Foreign-World Language Materials

The library generally does not acquire materials in languages other than English; nor does it acquire ~~foreign world~~ language films that do not provide an option for English subtitles. The library may maintain a limited collection of ~~foreign world~~ language materials ~~in both the adult and children's collections~~ for recreational reading and to support educational purposes.

Special Collections

Fort Dodge Public Library supports the acquisition of useful and important historical and genealogical materials related to Fort Dodge and Webster County. Materials may be obtained in print and electronic formats. Specialized resources available in other local collections will not be needlessly duplicated.

Collection Management Assessment

~~Circulating collections undergo a regular assessment to make space for current materials, to make collections more attractive, to facilitate ease of use by patrons and staff, and to reduce the damage to materials caused by overcrowding, space limitations, and overuse.~~ To help maintain the quality of the Library's materials, make space for new items, facilitate ease of use by patrons and staff, and make collections more attractive, materials are assessed on a regular basis. Assessment decisions for continued retention of items are based on the following criteria:

- Currency or timeliness of the material
- Accuracy of content
- ~~Use and vitality based on analysis of collection measures~~
- Insufficient use based on collection statistics
- Wear and damage
- Durability
- Changes in format
- Duplicated holdings with low demand
- Space limitations
- Community interest
- Availability from other libraries
- Strategic plan priorities
- Sustainability of format

Locally significant materials may be retained.

Withdrawn materials may be given to the Friends of the Fort Dodge Public Library for sale in the bookstore or at annual public sales, donated to appropriate local non-profit organizations or other libraries, recycled, or discarded.

Placement of Materials

~~Fort Dodge Public~~ Library staff members use the Dewey decimal classification system and Library of Congress subject headings to place materials in the proper subject area and to assign them to shelving categories. Materials are labelled to facilitate browsing and to help patrons locate items. Staff members ~~take into account~~ consider age recommendations in reviews as they choose, classify, and label materials.

~~Fort Dodge Public~~ Library shelving areas are divided in sections such as juvenile, young adult, adult, non-fiction, fiction and DVDs nonprint for ease of use, but patrons of any age may use materials in all sections of the library. It is the responsibility of parents or legal guardians, not Fort Dodge Public Library Staff, to monitor library use by minors.

Expression of Concern

The Fort Dodge Public Library Director and Board of Trustees welcome feedback from patrons. Patron concerns will be handled promptly and courteously as detailed in the Expression of Concern Policy.

Gifts

~~Fort Dodge Public Library~~ FDPL accepts gifts of materials with the understanding that the same selection criteria are applied to gifts as to ~~materials~~ items acquired by the Library through purchase.

Gift items not used for the collection will be given to the Friends of the Fort Dodge Public Library for sale in the bookstore or at annual public sales, donated to appropriate local non-profit organizations, recycled or discarded.

Gift items that become part of the collection will be evaluated for retention on the same basis as other items.

Revised 08/22/2011
Revised 02/2012
Revised 02/23/2015
Revised 03/26/2018
Revised 07/27/2021
Revised 04/2024

Fort Dodge Public Library

Request for Reconsideration/Expression of Concern

Policy

Fort Dodge Public Library strives to provide all patrons with fair and equal access to library materials, resources, and programs. The Library's role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. The choice of library materials or resources by users is an individual matter. While patrons may reject materials, resources, or programs for themselves, they may not restrict the freedom of access to these things by others.

The Library Board of Trustees and the Fort Dodge Public Library Director recognize that some patrons may take offense with the inclusion of specific items, programs or practices and they may wish to express their concerns. Any resident of Fort Dodge, rural Webster County, or a jurisdiction contracting with the Fort Dodge Public Library may request that an item in the collection, library resource, program or policy be reconsidered. The Library's goal is to deal with patrons' concerns as promptly and courteously as possible as detailed in the following process.

Expressions of Concern/Request for Reconsideration

- Fort Dodge Public Library staff will listen to the concern and direct patrons to the appropriate member of the Library management team.
- The management team member will discuss the concern with the individual or group. After discussion with the Library staff member, a patron who requests further action will complete a *Statement of Concern about Library Resources* form. The completed form will be submitted to the Library Director.
- The Director will contact the patron and schedule an appointment to discuss the completed *Statement of Concern* form.
- After discussion with the Director, an individual or group seeking further action will have its *Statement of Concern about Library Resources* form considered by the Library Board of Trustees at a regular meeting. Please note: the Board meeting will be conducted in open session, as required by Iowa law, and the *Statement of Concern* form will be made public.
- At the meeting, the individual or group may present their comments to the Board if they so choose.
- The Director will present a response.
- The Library Board of Trustees will make a final ruling on the concern and send a written response to the patron or group.

This policy has been developed in concert with the American Library Association's Library Bill of Rights and its interpretations, as well as The Freedom to Read Statement, Freedom to View Statement, and ALA resources on Intellectual Freedom and Challenged Resources.

Adopted 03/26/2018; Reviewed 11/2021

Fort Dodge Public Library
Expression of Concern

The Board of Trustees and the Library Director recognize that some patrons may take offense with the inclusion of specific items, programs or practices and they may wish to express their concerns. If your discussion with staff members has not alleviated your concern, please complete this form and return it to:

Fort Dodge Public Library
Attn: Library Director
424 Central Avenue
Fort Dodge, IA 50501

Or you may email this completed form to: rschmidt@fortdodgeiowa.org

Please be aware that your request will be a matter of public record.

You may use the other side of this form or attach additional pages as necessary.

Name _____

Address _____

City _____

Phone _____

Email _____

Concern(s) regarding which of the following:

_____ Book _____ Audiobook _____ Exhibit _____ DVD _____ E-resource

_____ Magazine _____ Policy _____ Program _____ Other

Title of Item _____

Author/Producer of Item _____

Copyright/Creation Date of Item _____

If Exhibit/Policy/Program/Other please describe (title/date/time/location/subject matter):

How did this material come to your attention?

Did you read, hear, or view the entire material? _____Yes _____No
If no, what parts did you read, hear, or view?

What do you find objectionable about the material? Please be specific by citing passages, pages, scenes, etc.

Is there anything you find valuable or positive about this material? Please be specific by citing pages, passages, scenes, etc.

What are your concerns or what do you feel might be the adverse result of reading, listening to, or viewing this material? Please be specific.

Have you read any reviews of the material? _____Yes _____No
If yes, what reviews did you read?

What would be a satisfactory resolution to your concerns, considering that others may want to read, hear, or view the material?

Signature _____ Date _____

Fort Dodge Public Library

Expression of Concern

Purpose

Fort Dodge Public Library strives to provide all patrons with fair and equal access to library materials, resources, and programs. The Library's role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. The choice of library materials or resources by users is an individual matter. While patrons may reject materials, resources, or programs for themselves, they may not restrict the freedom of access to these things by others.

The Board of Trustees and Library Director recognize that some patrons may take issue with the inclusion of specific items, programs, or practices and may wish to express their concerns. Management team members are available to discuss concerns and identify alternate materials that may better meet the needs of the concerned individual.

Policy

FDPL hopes to resolve these matters in a face-to-face discussion but understands this may not always be possible. Formal concerns or complaints about library materials, resources, programs, or policies should be addressed with the Library Director. If the matter is not resolved through discussion with the Director, the individual will be offered an Expression of Concern form.

Any resident of Fort Dodge, Otho, Barnum, or rural Webster County may formally request that an item in the collection, library resource, program, or policy be reconsidered.

Please note that for a request to be considered by the Library Director and/or the Board of Trustees, the Expression of Concern form must be completed in full and items will not be removed from the shelves while under review.

If an expression of concern is rejected, the Library resource in question may not be submitted for review for the next two years. If there is another complaint about the same resource within that two-year window, the individual expressing the new concern will receive the original finding of the Board of Trustees.

This policy has been developed in concert with the American Library Association's Library Bill of Rights and its interpretations, as well as The Freedom to Read Statement, Freedom to View Statement, and ALA resources on Intellectual Freedom and Challenged Resources.

Adopted 03/26/2018; Reviewed 11/2021
Revised 04/22/2024

Procedure for Written Expression of Concern

Upon receipt of the completed form, the following procedures will be followed:

- The Director and appropriate library staff will reconsider the material, program, or resource identified on the Expression of Concern form. They will evaluate the reasons for selecting the resource, consult professional reviews when available, and review the information provided by the patron along with relevant library policies.
- The Library Director will decide whether to retain or withdraw the item and communicate in writing their decision to the patron who completed the Expression of Concern. The Director's response will include the procedure for appealing the decision.
- If the patron believes the Director's response is inadequate, a written appeal may be made to the Library Board of Trustees. The appeal will be considered at an open meeting of the Board, with comments welcomed from the concerned patron and other interested citizens. No decision on the appeal will be made at that Board meeting.
- The Board's decision to retain or withdraw the item will be made at the next regularly scheduled meeting of the Board of Trustees and will be considered final. Their decision will be communicated in writing to the patron who originally submitted the Expression of Concern form.
- Materials deemed appropriate for the collection by the Board of Trustees will not be removed unless by court order.

Fort Dodge Public Library

Expressions of Concern/Request for Reconsideration

Fort Dodge Public Library strives to provide all patrons with fair and equal access to library materials, resources, and programs. The Library's role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. The choice of library materials or resources by users is an individual matter. While patrons may reject materials, resources, or programs for themselves, they may not restrict the freedom of access to these things by others.

The Library Board of Trustees and the Fort Dodge Public Library Director recognize that some patrons may take offense with the inclusion of specific items, programs or practices and they may wish to express their concerns. If your discussion with members of staff has not alleviated your concern, please complete this form and return it to:

Fort Dodge Public Library
Attn: Library Director
424 Central Avenue
Fort Dodge, IA 50501

You may use the other side of this form or attach additional pages as necessary.

Today's Date: _____

Name of Individual or Group: _____

Contact Person: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Resource you are concerned with:

____ Book ____ Magazine ____ DVD ____ Audiobook on CD ____ Music CD

____ Newspaper ____ Display/Exhibit ____ Library Program

____ Electronic Information (please specify): _____

____ Other: _____

Title of Item: _____

Author/Producer of Item: _____

If Display/Library Program please list: Title, Date, Time, Location

1. What brought this resource to your attention?
2. Have you examined the entire resource (or did you attend the event)? Yes
 No
3. What are your concerns about the resource(s)? Please be as specific as possible.
4. What action do you seek as a result of this complaint?
5. Are there resource(s) you suggest that provide additional information and/or other viewpoints on this topic? Yes No If yes, we welcome and encouraged your suggestions.