

**Fort Dodge Public Library  
Board of Trustees  
Meeting Agenda  
Monday, September 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
  - a. Friends of the Library
- VIII. Director's Report
- IX. Old Business
  - a. Five-Year Plan Revision
- X. New Business
  - a. Programming Policy Revision
  - b. Confidentiality and Library User Records Policy Revision
  - c. Exam Proctoring Policy Revision
- XI. Adjournment

Next Meeting: Monday, October 28, 2024 3:30 p.m.

# **Fort Dodge Public Library Board of Trustees**

## **Meeting Minutes**

August 26, 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 3:33 p.m. on August 26, 2024 at the Fort Dodge Public Library.

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

### **II. Approval of Agenda**

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 July meeting minutes was made by Griffith and seconded by Kramer. Motion carried.

### **IV. Comments/Questions from the Public**

#### **V. Bills and Financial Reports**

- A. Kelleher moved payments in the amount of \$9,934.03 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.
- B. Kramer moved payments in the amount of \$11,032.19 to be approved in the City Funds Accounts. Hindman seconded. Motion carried.

### **VI. Communications/Board Education**

### **VII. Committee Reports**

- A. FDPL Foundation – Kramer noted fees may be saved by having the Foundation manage funds versus the bank.

### **VIII. Directors Report**

#### Technology

- The integrated library system move to a virtual server maintained by TLC is complete.
- Schmidt has been researching new self-checkout machines. The option from Meescan is the current frontrunner. Schmidt hopes to have a new machine in place by November 1<sup>st</sup>.

#### Employees

- TeKierra Shivers was hired to fill the full-time LAII position. She will split cataloging with Pascale, as well as working the front desk.
- Kayleigh Wolff was hired to fill the part-time LAI position. She is very personable and will make a great addition.

#### Building

- Woodruff Construction will start on the concrete work shortly after Labor Day.

#### Misc.

- The Webster County Historical Society hired Meg Beshey to assist in the room part-time. They will now be open to the public on a regular basis again.

## **IX. Old Business**

- A. Accreditation/Five-year Plan Discussion – The Library Board would like to choose the option of extending the current plan for one year. Schmidt will start the process and hopes to include it in the September Board packets.

## **X. New Business**

- A. Copyright Policy Revision – Minor wording changes. Kelleher moved a motion to approve the revised policy. Seconded by Kramer. Motion carried.
- B. Print, Copy, Scan, and Fax Services Policy Revision - Minor wording changes. Griffith moved a motion to approve the revised policy. Seconded by Kelleher. Motion carried.
- C. Homebound Patrons and Library Services Policy Revision - Minor wording changes. Kramer moved a motion to approve the revised policy. Seconded by Hindman. Motion carried.
- D. Meeting Room Use Policy Revision - Minor wording changes, change reference of Conduct in the Library policy to updated name. Griffith moved a motion to approve the revised policy. Seconded by Kramer. Motion carried.

## **XI. Adjournment**

Kelleher moved a motion to adjourn. Seconded by Griffith. The motion carried. The meeting was adjourned at 4:03 p.m.

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

<b>Accounts</b>	<b>Beginning Balance</b>	<b>September Income</b>	<b>September Expense</b>	<b>YTD Expense</b>	<b>Remaining Balance</b>	<b>% Expended</b>
Children's Programming	8,134.66	608.08	716.33	4,741.89	8,026.41	37%
Adult Programing	1,265.52		17.97	560.18	1,247.55	31%
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	3,299.10	110.00	486.47	2,482.00	2,922.63	46%
Donation Box	4,034.15	3.75		46.84	4,037.90	1%
Vend Print	10,591.43		23.99	23.99	10,567.44	0%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	2,234.34	129.59	238.31	754.15	2,125.62	26%
Interlibrary Loan	3,873.54			43.99	3,873.54	1%
Library Cards	452.55	12.00		-	464.55	0%
Administrative Programming	576.53	53.02		-	629.55	0%
Ann Smeltzer Charitable Trust	5,376.52			193.68	5,376.52	3%
Maxine Hillesland Trust	46,446.83	14,027.76	2,300.90	9,060.81	58,173.69	13%
Dolores Schermer Estate	8,584.72			332.70	8,584.72	4%
	<b>101,584.87</b>	<b>14,944.20</b>	<b>3,783.97</b>	<b>19,295.72</b>	<b>112,745.10</b>	<b>15%</b>
Scharfenberg Monies	706,707.18			-	706,707.18	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>
4944	9/13/2024	WellsFargoVisa# 4739,3327,9842,2989 supp, ch prg, google tour	070440	\$ 947.29	\$189.00 Hillesland, \$23.99 vendprint \$17.97 Adult Prg, \$716.33 Ch Prg (Friends)
4945	9/23/2024	Amazon Capital Services replacement book	002348	\$ 23.00	L&P
4946	9/23/2024	Bemrich Electric IT visit hours x 18.5	008230	\$ 1,665.00	Hillesland
4947	9/23/2024	Blackstone Publishing audio gift books	001162	\$ 72.00	general gifts
4948	9/23/2024	Ingram gifts/memorials, L&P	056900	\$ 629.78	\$414.47 general gifts, \$215.31 L&P
4949	9/23/2024	Dell Marketing 2 monitors & dock	024580	\$ 446.90	Hillesland
				\$ 3,783.97	

# Accounts Payable Invoice Report

G/L Date Range 09/01/24 - 09/30/24  
 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
<b>Vendor 747 - ACCESS SYSTEMS</b>									
37425178	copier lease	Edit		09/10/2024	10/25/2024	09/23/2024			308.82
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		<u>\$308.82</u>
<b>Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC</b>									
01012546	misc bldg supp	Edit		08/28/2024	09/27/2024	09/23/2024			205.80
01013280	misc bldg supp	Edit		09/18/2024	10/17/2024	09/23/2024			156.00
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	2		<u>\$361.80</u>
<b>Vendor 130515 - FORT DODGE FIBER</b>									
90124LIB	internet services	Edit		09/01/2024	10/15/2024	09/23/2024			55.00
			Vendor 130515 - FORT DODGE FIBER Totals			Invoices	1		<u>\$55.00</u>
<b>Vendor 40455 - FRONTIER COMMUNICATIONS</b>									
90724	line charge	Edit		09/07/2024	10/01/2024	09/23/2024			74.12
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		<u>\$74.12</u>
<b>Vendor 73975 - MIDAMERICAN ENERGY</b>									
557614480	electricity charges	Edit		09/11/2024	10/03/2024	09/23/2024			5,786.43
			Vendor 73975 - MIDAMERICAN ENERGY Totals			Invoices	1		<u>\$5,786.43</u>
<b>Vendor 113400 - NORTH CENTRAL IOWA REGIONAL</b>									
2089	battery disposal	Edit		08/23/2024	09/24/2024	09/23/2024			102.00
			Vendor 113400 - NORTH CENTRAL IOWA REGIONAL Totals			Invoices	1		<u>\$102.00</u>
<b>Vendor 2253 - WOODRIVER ENERGY LLC</b>									
413613	#6323	Edit		09/13/2024	09/28/2024	09/23/2024			704.48
			Vendor 2253 - WOODRIVER ENERGY LLC Totals			Invoices	1		<u>\$704.48</u>
			Grand Totals			Invoices	8		<u><u>\$7,392.65</u></u>

## **Director's Report – September 2024**

### **Building**

- Woodruff Construction started our concrete work on Tuesday, September 10<sup>th</sup>. All of the concrete work was finished on Tuesday, September 17<sup>th</sup> and now we are just waiting from them to refinish and install the railings on the stairs.
- Troy Brandt is investigating why patrons are having a difficult time opening the outside doors to the building. There seems to be some kind of pressurization problem but he's not sure what might be causing the issue.

### **Programming**

- Fall Storytime registration kicks off Thursday, September 19<sup>th</sup>. Storytimes will be held on Wednesdays at 10:30 a.m. (September 25 – November 6) and Thursdays at 4:00 p.m. (September 26 – November 7). Parents will be able to register their children ages 1-5 for either series and if there are open spots in the afternoon early elementary aged children will be eligible for registration.
- The Children's Department Fall Open House will be held on Wednesday, October 23<sup>rd</sup> from 3:45 p.m. – 5:00 p.m.
- Brown Bag Briefings will be held on Thursdays at noon in October. The Friends have scheduled some great speakers for this fall series.
- Erika is once again working with Green Dragon Bookshop to host a speed puzzle competition on Saturday, October 19<sup>th</sup>. She is also planning another puzzle swap for some time in November.

### **Annual Report**

- I submitted the FY24 Iowa Public Library General Information Survey (aka "the annual report") to the State Library on August 30<sup>th</sup>. A copy is included in this month's board packet.

### **Monies**

- We received a second check from the Hillesland Trust for \$14,027.76 this month.
- On Thursday, September 12<sup>th</sup> I had the privilege of accepting a check on behalf of the FDPL Foundation from the estate of Bonnie Barnett, a longtime patron who passed away in November 2023. Our share of her estate came to \$133,761.32. Since there were no restrictions on how we can use the funds it has been deposited with the other undesignated monies in our endowment fund.

### **Miscellaneous**

- I will be joining the other city department heads on Thursday, September 26<sup>th</sup> for a daylong strategic planning session. We will then meet with the city council on Monday evening, October 7<sup>th</sup> to discuss their priorities before a final plan is drafted.
- Erika will be attending the Iowa Library Association Conference in Des Moines October 10<sup>th</sup> – 11<sup>th</sup>.
- I will be attending a Space Planning Workshop sponsored by the State Library on Monday, October 21<sup>st</sup> in Spencer.

**Policies**

- Programming Policy: minor changes in phrasing/wording.
- Confidentiality & Library User Records Policy: minor changes in phrasing/wording.
- Exam Proctoring Policy: minor changes in phrasing/wording.

**Five-Year Plan**

- Included in this month's packet are copies of the library's current strategic plan and the proposed revised one-year extension. Goals, objectives, and activities in the current plan that were met are in orange and have (completed) listed behind them. The proposed revised plan includes a section entitled Update that explains the reasons we are choosing to amend/revise our original plan and our new goals, objectives, and activities for the next year.

## Fort Dodge Public Library – August 2024

### **Circulation**

2024: 7,517

2023: 8,370

### **Gate Count**

2024: 6,089

2023: 6,636

### **Internet Computers Use**

Total Number of Logins: 543

Total Time Used: 15 days 20 hours 56 minutes

Average Time Used: 42 minutes

### **Public WiFi Use**

Number of Unique Users: 20

Total Session Count: 32

Total Time Used: 17 hours

Avg. Session Time: 31 minutes

### **Library Programs - Adults**

Number of Programs: 7

Total Participation: 155

### **Library Programs - Teens**

Number of Programs: 6

Total Participation: 133

### **Library Programs - Children**

Number of Programs: 10 (includes ongoing programs)

Total Participation: 871

### **Adventure Pass Use**

Total Number of Passes Borrowed: 37

Blank Park Zoo: 8; Des Moines Botanical Gardens: 2; Des Moines Children's Museum: 5;

Reiman Gardens: 8; Science Center of Des Moines: 14

### **Hoopla Usage**

New Patrons: 21

Unique Patrons: 165

Circulations: 743

Avg. Circs/Patron: 4.5

Avg. Circ Price: \$2.32

Amount Spent: \$1,716.48

### **ScanEZ Usage**

Total Number of Jobs: 506

Total Number of Pages: 2,184

Scan to Copy: 1,365 pages (\$140.10)

Scan to Fax: 250 pages (\$56.25)

Scan to Email: 461 pages (no charge)

Scan to USB: 108 (no charge)

Total Payments: \$196.35

**Ending September 30, 2024**

**FDPL Foundation Fund**

	<b>YTD Budget</b>	<b>September Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
228 Advertising	5,313.22	300.00	660.00	4,953.22	4,653.22	12%
248 Adult Programming	11,152.67		749.65	10,403.02	10,403.02	7%
____Young Adult Programming	4,200.80	170.88	568.71	3,802.97	3,632.09	14%
260 Technology	60,425.20	3,950.72	10,986.27	53,389.65	49,438.93	18%
268 Audio/Visual Materials	15,225.71		-	15,225.71	15,225.71	0%
278 Staff Development	5,279.51	1,050.15	1,269.15	5,060.51	4,010.36	24%
301 Building Supplies	2,901.69	400.00	556.15	2,745.54	2,345.54	19%
321 Operating Supplies	2,223.87	498.55	729.07	1,993.35	1,494.80	33%
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	694.79	2,736.11	19,442.49	18,747.70	13%
Fawkes Monies	31,049.31	143.98	1,903.51	29,289.78	29,145.80	6%
	<b>279,058.49</b>	<b>7,209.07</b>	<b>20,158.62</b>	<b>266,108.94</b>	<b>258,899.87</b>	<b>7%</b>

**FDPL-F Deardorf**

	<b>YTD Budget</b>	<b>September Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
510 Adult Materials	22,544.95	4,190.02	12,819.84	13,915.13	9,725.11	57%
520 Children's Materials	9,205.02	1,045.61	3,396.10	6,854.53	5,808.92	37%
540 Young Adult Materials	42.83		-	42.83	42.83	0%
568 Adult Audio/Visual Materials	39,674.89	1,105.23	2,460.21	38,319.91	37,214.68	6%
570 Childrens' Audio/Visual Materials	7,494.62	13.12	13.12	7,494.62	7,481.50	0%
Children's Department Enhancement	1,540.07		-	1,540.07	1,540.07	0%
Public Access Computers	312.12	135.00	225.00	312.12	177.12	43%
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%
	<b>92,158.04</b>	<b>6,488.98</b>	<b>22,538.95</b>	<b>76,198.07</b>	<b>69,709.09</b>	<b>24%</b>

**FDPL-F AXY Fdn Grant**

	<b>YTD Budget</b>	<b>September Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
670 AXY Grant	4,657.46		249.90	4,407.56	4,407.56	5%
	<b>4,657.46</b>		<b>249.90</b>	<b>4,407.56</b>	<b>4,407.56</b>	<b>5%</b>

## GENERAL FUND

	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Received</b>
<b>Revenues</b>	<b>912,553</b>	<b>50,960</b>	<b>65,524</b>	<b>7.18%</b>
<b>GENERAL REVENUES</b>				
(41005) PROPERTY TAX, PUBLIC LIBRARY	554,508	844	844	0.15%
(43915) WEBSTER CO- LIBRARY	142,000	25,091	25,091	17.67%
(44810) LIBRARY CHARGES, FEES	5,000	493	1,739	34.78%
(46010) INTEREST - LIBRARY	1,500	745	1,322	88.10%
(49110) LIBRARY EMPL BENEFITS REIMB	209,545	23,787	36,529	17.43%
	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Expended</b>
<b>Expenses</b>	<b>912,553</b>	<b>101,469</b>	<b>161,042</b>	<b>17.65%</b>
<b>PERSONNEL SERVICES</b>				
(6100) ALL PERSONAL SERV	595,608	66,649	100,212	16.83%
(6129) FICA CONTRIB	36,929	4,022	6,041	16.36%
(6130) MEDICARE CONTRIBUTION	8,637	941	1,413	16.36%
(6131) CITY CONTRIB FOR IPERS	55,478	6,269	9,437	17.01%
(6137) GROUP INSURANCE	108,501	12,556	19,638	18.10%
<b>CONTRACTUAL SUPPLIES &amp; SVCS</b>				
(6207) PROFESSIONAL FEES	1,000	338	338	33.80%
(6249) POSTAGE	1,500	0	0	0.00%
(6251) FREIGHT	150	0	0	0.00%
(6259) MAINTENANCE CONTRACTS	23,000	2,866	9,873	42.93%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	20	339	3.39%
(6268) INTERNET SERVICES	3,000	1,360	1,360	45.32%
(6271) TELEPHONE SERVICE	800	74	148	18.53%
(6277) TRAVEL MEALS LODGING	450	0	0	0.00%
(6281) GAS/ELECTRICITY COMBINED	55,000	5,066	10,009	18.20%
<b>COMMODITIES</b>				
(6301) BUILDING SUPPLIES	7,500	593	704	9.39%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	714	1,530	30.59%

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

## **City of Fort Dodge Vision Statement**

We are becoming the top-ranked municipal government in Iowa by consistently delivering high quality, user-friendly services:

- Within Budget Constraints
- To Pleasantly Surprised Citizens
- By Our Team Of Proud Employees Working In A Great Environment

## **Fort Dodge Public Library Mission Statement**

Our Library provides a welcoming space to get connected, satisfy your curiosity, and learn more about your place within the global community.

## **Strategic Plan Process History**

The Fort Dodge Public Library prepared this strategic plan with the assistance and oversight of the State Library of Iowa and their District Consultant, Maryann Mori.

The Library Board of Trustees met with Maryann Mori several times in 2018 to learn about the planning process, to review the resources listed below, to discuss the needs of the community, decide what service responses they felt should be the library's focus for the next five years and to draft and write a new plan.

In their efforts, the Board utilized the extensive demographic information available through the State Data Center of Iowa as well as the City of Fort Dodge Comprehensive Plan Existing Conditions Report (April 2015 - prepared by Houseal Lavigne Associates) and the Main Street Fort Dodge Downtown Public Survey (December 2017) to craft this plan.

# Fort Dodge Public Library Strategic Plan 2019-2024

## Service Area 1: Digital Learning

### ***Goal 1: Patrons will have access to staff members who are fully knowledgeable about the library's digital resources.***

**Objective 1:** By fall 2020, staff will show a basic level of competence when using, explaining, or recommending library databases.

**Activity 1:** Staff will take training for all databases before January 2020. (completed)

**Activity 2:** Starting in 2020, staff members will demonstrate basic competence in using the library's databases as part of their annual review.

**Objective 2:** By fall 2020, staff will show a basic level of competence when using, explaining, or recommending library apps.

**Activity 1:** Staff will take training for all apps before January 2020. (completed)

**Activity 2:** Starting in 2020, staff members will demonstrate basic competence in using the library's apps as part of their annual review.

### ***Goal 2: Adults will learn the value of the library's online resources.***

**Objective 1:** The library will promote its databases to the public beginning in January 2019.

**Activity 1:** Starting in spring 2019, library staff will post signage for Gale/new databases. (completed)

**Activity 2:** Staff will undertake a direct marketing campaign beginning in fall 2019 to promote a different database resource monthly. (completed)

**Activity 3:** Staff will utilize social media and the library's website to promote a different database resource monthly starting in fall 2019. (completed)

**Activity 4:** Beginning in spring 2020, the library will offer one training session quarterly for patrons.

### ***Goal 3: Library users will utilize the library's online resources.***

**Objective 1:** The library will see a 2% annual increase in usage of its digital resources beginning January 2021. (completed)

**Activity 1:** In January 2019, staff will begin monitoring/reporting monthly on digital resource use. (completed)

**Activity 2:** Staff will make a concerted effort to promote its digital resources through conversation, reference interviews, interactions, etc. starting in fall 2019. (completed)

**Objective 2:** Beginning spring 2020, library staff will develop training sessions for the public for its online resources.

**Activity 1:** Staff will develop/promote online scavenger hunts or contests biannually starting in spring 2020

Activity 2: Staff will offer a class such as “Searching the Deep Web”/website evaluation/basic online searching/etc. biannually starting in summer 2020.

#### ***Goal 4: Library users will utilize the library’s apps.***

**Objective 1:** The library will promote its apps to the public beginning in January 2020.

Activity 1: Starting in fall 2019, library staff will highlight one app each month on the library’s website and through social media. (completed)

Activity 2: Staff will make a concerted effort to promote its apps through conversation, reference interviews, interactions, etc. starting in fall 2019. (completed)

Activity 3: Starting in fall 2019, staff will undertake a direct marketing campaign to promote its apps. (completed)

**Objective 2:** Library staff will develop training sessions/videos about its apps.

Activity 1: Starting in spring 2020, staff will utilize resources such as Niche Academy/Facebook/YouTube to produce and post videos biannually about its apps and how to use them.

### **Service Area 2: Education/Lifelong Learning**

#### ***Goal 1: Adults will have access to a variety of educational and entertaining programs.***

**Objective 1:** The library will host one new program quarterly starting in spring 2021.

Activity 1: Staff will glean ideas from available resources to develop programs beginning in spring 2020. (completed)

Activity 2: Staff will gather suggestions from patrons for new program ideas beginning in summer 2020. (completed)

**Objective 2:** The library will hold a joint program with another city department or service club annually beginning in summer 2021.

Activity 1: Starting in summer 2020, staff will network with other agencies/city department heads to develop relationships to better serve the community.

Activity 2: Beginning in fall 2020, staff will glean ideas from available resources to develop programs. (completed)

**Objective 3:** Starting in August 2019, library staff will create and maintain a master programming calendar. (completed)

Activity 1: Staff will update/add program ideas at weekly staff meetings beginning in August 2019. (completed)

Activity 2: Staff will communicate events/programs to area agencies’ community calendars beginning in August 2019. (completed)

**Objective 4:** Beginning in summer 2021, staff will network with area businesses to schedule programs offsite.

Activity 1: Library staff will investigate offsite programming possibilities starting in spring 2021.

## ***Goal 2: Teens will be able to attend teen-focused programs.***

**Objective 1:** In September 2019, library staff will create a teen advisory group.

Activity 1: Staff will contact area schools to identify possible recruits in fall 2019.

Activity 2: Staff will promote the teen advisory group on the library's website and through social media starting in fall 2019.

Activity 3: Staff will create a private social media page for the group to communicate starting in spring 2020.

**Objective 2:** The library will host one program focused on teens and their interests quarterly beginning in winter 2020.

Activity 1: Staff will work with the teen advisory group to plan at least two of the programs starting in spring 2020.

Activity 2: Staff will work with the teen advisory group to plan the summer reading program for young adults and to celebrate Teen Read Week and Teen Tech Week starting in spring 2020.

Activity 3: Staff will make a concerted effort to remind teens about programs through conversation, reference interviews, interactions, etc. starting in spring 2020. (completed)

Activity 4: Staff will promote its teen programs through the schools beginning fall 2020.

**Objective 3:** Starting in spring 2021, the library will hold an annual after-hours event for teens.

Activity 1: Staff will work with the teen advisory group beginning in fall 2020 to identify possible events.

Activity 2: Staff will work with the teen advisory group in winter 2020 to plan the event.

## ***Goal 3: Patrons of all ages will be able to interact at intergenerational and family programs.***

**Objective 1:** The library will hold an "all ages"/family program annually beginning in summer 2022.

Activity 1: Staff will glean ideas from available resources to develop programs starting in fall 2021.

Activity 2: Staff will gather suggestions from patrons for new program ideas starting in fall 2021.

**Objective 2:** The library will continue to partner with outside entities that promote family events. (completed)

Activity 1: The library will continue to volunteer its services and site for community events that promote the library, its services and resources. (completed)

Activity 2: The library will help promote these community events through various media. (completed)

**Goal 4: Seniors will have access to a variety of educational and entertaining programs both in the Library and off site.**

**Objective 1:** The library will hold a joint program with another city department or service club annually starting spring 2022.

Activity 1: Staff will network with other agencies/city department heads to develop relationships to better serve the community starting spring 2019.

Activity 2: Staff will glean ideas from available resources to develop programs beginning summer 2021.

Activity 3: Staff will be available for public speaking events in the community beginning spring 2019. (completed)

**Objective 2:** Beginning in spring 2022, the library will investigate off site programs for seniors.

Activity 1: Staff will contact local retirement communities and agencies serving senior citizens in fall 2021 to discuss their needs.

Activity 2: Staff will be available to area churches and veterans' groups for local programming starting fall 2019. (completed)

**Objective 3:** The library will increase participation in its Books on the Go program by 10% each year starting in spring 2022. (completed)

Activity 1: Staff will promote the service through fliers/brochures given to area agencies that serve older adults and those with disabilities starting spring 2019. (completed)

Activity 2: Staff will recruit volunteers to select and deliver items to participants starting fall 2020. (completed)

Activity 3: Staff will promote this service through conversations, reference interviews, and interactions with the public starting spring 2019. (completed)

**Goal 5: Library users will be able to participate in and learn from cultural activities.**

**Objective 1:** The library will increase patrons' cultural knowledge by focusing on different countries biannually starting in spring 2023.

Activity 1: Staff will choose a focus country in winter 2022.

Activity 2: Staff will develop a display area highlighting the country starting in spring 2023.

Activity 3: Beginning in winter 2022, staff will identify and work with cultural experts for the selected country to plan and then present one program on that country.

**Objective 2:** Beginning in spring 2023, the library will work toward integrating cultural diversity in its programming and services.

Activity 1: The library will provide access to multilingual apps beginning in spring 2023.

Activity 2: Staff will incorporate informative cultural programming for its patrons starting in summer 2023.

- Activity 3: The library will participate in programs and services designed to foster the sister city relationship with Gjakova Kosovo beginning in 2019.
- Activity 4: The staff will monitor the community's cultural demographics and will adapt to patrons' needs beginning in spring 2022.

## **Service Area 3: Spaces/Places**

### ***Goal 1: Teens will have a welcoming and designated area within the library. (Completed)***

**Objective 1:** The library staff will choose a location and "look" for the area in fall 2020. (completed)

Activity 1: Beginning in fall 2020, staff will work with its teen advisory group to develop ideas for the teen space, collections and programming. (completed)

Activity 2: Staff will investigate funding for the creation of this space starting in fall 2020. (completed)

Activity 3: The staff will promote the area through conversations, social media, interactions, etc. starting in summer 2020. (completed)

**Objective 2:** In summer 2021, the library will host a celebration event for teens after the new space is completed. (completed)

Activity 1: Staff will work with its teen advisory group in spring 2021 to plan the event. (completed)

Activity 2: Staff will publicize the event via print and social media in spring 2021. (completed)

### ***Goal 2: Library users will see an improvement in the library's interior space.***

**Objective 1:** In fall 2020, the library will complete a space needs assessment.

Activity 1: In summer 2020, the library will work with professionals to perform a security review of the facility. (completed)

Activity 2: The library will identify the best professionals for a space needs assessment in spring 2020.

Activity 3: The library will investigate funding for the space needs assessment in spring 2020. (completed)

~~Activity 4: In July 2020, the library will apply for the State Library's Library Utilization Grant. (Grant no longer exists.)~~

**Objective 2:** The library will update its interior space in spring and summer 2021.

Activity 1: The library director and board will investigate options and pricing for new carpet beginning in fall 2020.

Activity 2: The library director and board will investigate options and pricing for new furniture in fall 2020.

Activity 3: The Library director, staff and board will consider options for revising the current circulation/reference desk areas in summer 2020.

Activity 4: The library director will work with the city clerk and other city officials to secure funding.

**Goal 3: The public will have access to vibrant information through the library's website. (Completed)**

**Objective 1:** Starting in spring 2019, staff will review and update the library's website annually. (completed)

Activity 1: Beginning in spring 2019, staff will glean ideas from other libraries' websites. (completed)

Activity 2: The library will train additional staff to maintain/update its website starting in fall 2019. (completed)

Activity 3: The library will start gathering community input on its website's usability in fall 2019 and adapt it as needed. (completed)

**Objective 2:** Staff will investigate better ways to utilize social media starting in spring 2019. (completed)

Activity 1: Staff will glean ideas from other libraries' social media pages beginning in spring 2019. (completed)

Activity 2: The library will train additional staff to maintain/update its social media pages starting in fall 2019. (completed)

Activity 3: Beginning in summer 2019, the library will work with other city departments and patrons to enhance its social media presence. (completed)

**Goal 4: The public will see activities at the Karl L. King Park (city square/green space).**

**Objective 1:** Beginning in fall 2023, the library will work with other city departments and agencies to provide/promote activities on the square. (completed)

Activity 1: Staff will network with relevant committees within city departments starting in spring 2019. (completed)

Activity 2: Staff will network with Main Street/CVB and other relevant agencies beginning in spring 2019. (completed)

**Objective 2:** Beginning in spring 2024, the library will hold one special event annually on the square.

Activity 1: Beginning in summer 2023, the library will develop an advisory group of patrons (all ages) and staff to brainstorm ideas.

Activity 2: The library will publicize the event through print and social media.

Approved 12/27/2018

## **City of Fort Dodge Vision Statement**

The City of Fort Dodge is a top-ranked municipal government in Iowa that consistently delivers user-friendly, high quality services:

- Within budget constraints,
- To pleasantly surprised citizens,
- By a team of proud employees working in a great environment.

## **Fort Dodge Public Library Mission Statement**

Our Library provides a welcoming space to get connected, satisfy your curiosity, and learn more about your place within the global community.

## **Strategic Plan Process History**

The Fort Dodge Public Library prepared this strategic plan with the assistance and oversight of the State Library of Iowa and their District Consultant, Maryann Mori.

The Library Board of Trustees met with Maryann Mori several times in 2018 to learn about the planning process, to review the resources listed below, to discuss the needs of the community, decide what service responses they felt should be the library's focus for the next five years and to draft and write a new plan.

In their efforts, the Board utilized the extensive demographic information available through the State Data Center of Iowa as well as the City of Fort Dodge Comprehensive Plan Existing Conditions Report (April 2015 - prepared by Houseal Lavigne Associates) and the Main Street Fort Dodge Downtown Public Survey (December 2017) to craft this plan.

## **Update**

Following thoughtful discussion and evaluation, the Library Board of Trustees has decided to extend Fort Dodge Public Library's current strategic plan by one year. This extension allows us to build on our accomplishments by removing completed goals and updating the remaining objectives to align with the new timeline. This approach offers several benefits:

- **Adaptation to Recent Challenges:** The COVID-19 pandemic presented unique challenges that affected our ability to reach certain goals, particularly those involving collaboration with other organizations and programming. Extending the plan provides us with the flexibility to address these challenges and move forward effectively.
- **Alignment with City Changes:** Recent changes to state tax laws have affected funding for cities, prompting a review of the City of Fort Dodge's strategic plan. By extending our plan, we hope to ensure that the Library's future objectives will be well-coordinated with updates to the City's strategic plan.
- **Smooth Transition for New Leadership:** With anticipated changes to the Library's management team, extending the plan allows our new team member to contribute valuable insights and influence the development of future goals and objectives.
- **Enhanced Planning Process:** The Board is excited to incorporate focus groups and updated demographic information into our next strategic planning phase, ensuring a more comprehensive and informed approach.

# Fort Dodge Public Library – Strategic Plan 2025-2026

## Service Area 1: Digital Learning

***Goal 1: Patrons will have access to staff members who are fully knowledgeable about the library's digital resources.***

**Objective:** Staff will show a basic level of competence when using, explaining, or recommending library databases and apps.

**Activity 1:** Starting in 2025, staff members will demonstrate basic competence in using the library's digital resources and apps as part of their annual review.

***Goal 2: Adults will learn the value of the library's online resources and apps and how to utilize them.***

**Objective:** Library staff will create opportunities for the public to learn more about its online resources and apps.

**Activity 1:** Beginning in spring 2025, the library will offer one training session quarterly for patrons.

**Activity 2:** Staff will develop/promote online scavenger hunts or contests biannually starting in spring 2025.

**Activity 3:** Staff will offer a class such as "Searching the Deep Web"/website evaluation/basic online searching/etc. biannually starting in fall 2025.

**Activity 4:** Starting in fall 2025, staff will utilize online resources such as Niche Academy, Facebook, and YouTube to produce and post videos about its resources and apps and how to use them.

## Service Area 2: Education/Lifelong Learning

***Goal 1: Adults will have access to a variety of educational and entertaining programs.***

**Objective:** The library will hold a joint program with another city department or outside agency annually beginning in summer 2025.

**Activity 1:** Starting in fall 2024, staff will network with other agencies/city department heads to develop relationships to better serve the community.

**Activity 2:** Library staff will investigate offsite programming possibilities starting in spring 2025.

***Goal 2: Teens will be able to attend teen-focused programs.***

**Objective:** Library staff will revitalize its teen advisory group.

**Activity 1:** Staff will contact area schools to identify possible recruits in fall 2024.

**Activity 2:** Staff will continue to promote the teen advisory group in the Library, on its website and through social media.

**Activity 3:** Staff will create a private social media page for the group to communicate starting in fall 2024.

**Objective:** The library will continue to host programs focused on teens and their interests quarterly.

**Activity 1:** Staff will work with the teen advisory group to plan at least two of the programs starting in winter 2025.

**Activity 2:** Staff will work with the teen advisory group to plan the summer reading program for young adults in spring 2025.

**Activity 3:** Staff will continue to promote its teen programs through the schools.

**Objective:** Starting in 2025, the library will hold an annual after-hours event for teens.

**Activity 1:** Staff will work with the teen advisory group to identify possible events.

**Activity 2:** Staff will work with the teen advisory group to plan the event.

***Goal 3: Patrons of all ages will be able to interact at intergenerational and family programs.***

**Objective:** The library will hold an all ages/family program annually.

**Activity 1:** Starting in fall 2025, library staff will glean ideas from available resources, other agencies, and libraries, as well as gather suggestions from patrons for new program ideas.

***Goal 4: Older adults will have access to a variety of educational and entertaining programs both in the Library and off site.***

**Objective:** Starting in fall 2025, the library will hold a joint program with another city department or outside agency annually.

**Activity 1:** Staff will network with other agencies/city department heads to develop relationships to better serve the community starting in spring 2025.

**Activity 2:** Staff will glean ideas from available resources, other agencies, and libraries to develop such a program starting in spring 2025.

**Objective:** The library will investigate off site programming opportunities for older adults.

**Activity 1:** Staff will contact local retirement communities and agencies serving senior citizens in winter 2025 to discuss their needs.

***Goal 5: Library users will be able to participate in and learn from multicultural activities.***

**Objective:** The library will continue to monitor the community's cultural demographics and work toward integrating diversity in its programming and services.

**Activity 1:** The library will provide access to multilingual apps in 2025.

**Activity 2:** Beginning in spring 2025, staff will reach out to local and statewide individuals and agencies serving and/or working with minorities to develop relationships to better serve the community.

**Activity 3:** Staff will glean ideas from available resources, other agencies, and libraries to develop multicultural programs starting in spring 2025.

**Activity 4:** Staff will incorporate multicultural programming for its patrons starting in summer 2025.

## **Service Area 3: Spaces/Places**

### ***Goal 1: Library users will see an improvement in the library's interior space.***

**Objective:** In spring 2025, the library will complete a space needs assessment.

**Activity 1:** The library will identify and hire a consultant for a space needs assessment in winter 2025.

**Objective:** The library will update its interior space starting in fall 2025.

**Activity 1:** The library director will work with city officials and the Library's Foundation to secure funding.

**Activity 2:** The library director and board will organize a committee to help develop a plan for improving the library's interior space in winter 2025.

**Activity 3:** The committee will investigate options and pricing for new carpet and furniture beginning in spring and summer 2025.

**Activity 4:** The library director and staff will consider options for revising the current circulation/reference desk areas in spring 2025.

### ***Goal 2: The public will see activities at the Karl L. King Park (City Square).***

**Objective:** Beginning in summer 2025, the library will hold one special event annually on the square.

**Activity 1:** Beginning in winter 2024, the library will glean ideas from available resources, other agencies, and libraries to develop such a program.

**Activity 2:** The library will publicize the event through print and social media.

Approved 12/27/2018

Revised 09/23/2024

# Fort Dodge Public Library

## Programming

### Policy Purpose

Fort Dodge Public Library offers programs to patrons of all ages to connect them to the world of ideas and increase awareness of library resources.

The purpose of Library programming is to:

- ~~Encourage use~~ Expand the visibility of the library and its resources
- Provide opportunities for lifelong learning
- ~~Promote early literacy, acquisition of skills, and a life-long love of reading and learning~~
- Present information on issues of current or local interest
- Provide opportunities that allow the library to engage with residents
- Give residents opportunities for engagement, community involvement, and collaboration
- Facilitate the sharing of local talent, knowledge, and expertise
- Provide entertainment

### General Policies

Programs may be developed and presented by library staff, independent contractors, or may be co-sponsored/presented in partnership with [other city departments](#) or community organizations. Co-sponsored programs must include participation by library staff to plan program content, provide logistical support, or include information about library collections relevant to the program. Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the Library and potential partners, as well as available library resources, including staff.

Programs may take place at the library, at other locations in the community, or online.

The Library will not knowingly duplicate programs offered by other agencies or groups within the community unless they support the library's strategic plan, there is sufficient local interest, or library resources are available to support duplication.

Persons attending library sponsored or co-sponsored programs are expected to adhere to all library's policies including its Patron Conduct and Unattended Child policies.

### Types of Library Programs

Types of programs the library may provide include, but are not limited to:

- Storytimes/storytelling
- Book discussions
- Family literacy programs
- Summer reading programs for patrons of all ages
- Author visits/readings
- Artistic and music performances
- Demonstrations and workshops
- Instructional classes/training sessions
- Lectures and presentations
- Exhibits and associated programs
- Library tours and orientations
- Open houses
- Enrichment activities

## **Responsibility for Programming**

The Fort Dodge Public Library Board of Trustees delegates the development, presentation, and evaluation of programs to the Library Director and those members of the staff designated by the director as responsible for such duties.

## **Programming Partnerships**

The Library encourages and welcomes program **ideas and/or** proposals from individuals and community groups. When a community group, agency, or individual approaches the library with a programming request, the library will consider the partnership based on the following criteria:

- The program fulfills the purpose of a library program, as defined above
- The program supports the library's mission and strategic priorities
- The resources needed to accomplish the program are available and appropriate

## **Content**

The Library's goal in programming is to connect members of our community with a wide variety of ideas and perspectives. Program content is determined by the presenters.

The Library upholds the principles of intellectual freedom and will not proscribe or cancel a program simply because an individual or group may find the content objectionable.

The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series of programs. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series of programs.

Presentation of a program does not constitute the Library's endorsement of the content or views expressed by the presenter or participants.

## **Charges, Sales and Fundraising**

Most Library programs will be offered free of charge. However, some programs or classes may require a nominal materials fee. Library programs must be non-commercial in nature. Although a business person or other professional expert may present a program, the information presented may not promote his/her specific business interest(s). No solicitation of future business, including but not limited to the development of prospect and mailing lists, is permitted.

Fundraising and sales are permitted with prior approval in the following circumstances:

- Fundraising to benefit the Library by the Friends of the Library, the Library Foundation or the Library itself, and
- The sale of items created by authors and/or artists responsible for the content of a Library program.

Exceptions to the above may be made at the discretion of the Library Director.

## **Attendance**

All programs must be open to the public. Every attempt will be made to accommodate all who wish to attend a program. Programs designed for a general audience have no age restrictions.

Attendance may be limited if the number of participants reaches the room capacity established by the Fort Dodge Fire Department.

When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.

Programs designed for specific audiences may have attendance restrictions or requirements based on age.

### **Liability**

The Library does not assume responsibility for any damages, personal injury, illness or theft arriving from participation in any program, or in any facility, or at any location where a program is held.

The Library does not assume responsibility for the supervision of minors attending programs. Parents and/or caregivers are required to attend programs for children less than three (3) years of age.

### **Programs for Children**

Library programs for children ~~are a priority and~~ focus on stimulating development of the intellectual and social abilities of young children. Children's programming emphasizes reading, language, creativity, and the encouragement of effective social skills. Programming may also emphasize STEAM (science, technology, engineering, arts, and math) activities. The Library also strives to provide cultural programs children and their caregivers may not otherwise have an opportunity to attend. Programming is offered on a frequent and regular basis.

### **Programs for Teens and Adults**

Library programs for teens focus on literature, language, reading, technology, current interests, and creativity. Library programs for adults focus on promoting reading and life-long learning, informing the community about Library collections and services, improving information literacy, and covering issues of local interest.

Adopted 03/26/2018  
Revised 09/23/2024

# Fort Dodge Public Library

## Confidentiality and Library User Records

### Purpose

The Board of Trustees of the Fort Dodge Public Library respects the privacy of users and recognizes its responsibility to protect that privacy in accordance with the Code of Iowa and the American Library Association's statement of professional ethics. Confidentiality of library records is central to intellectual freedom and directly related to the right to open inquiry without having the subject of one's interest examined or scrutinized by others. The Board believes that public access to names of persons who hold Fort Dodge Public Library cards could discourage use of the Library.

### Policies

The Library Director is the custodian of the Library's records.

FDPL ~~The library~~ requires all staff, volunteers, and third parties with access to library user records to agree to uphold confidentiality as specified by library policies and applicable provisions of the Iowa code.

The Library Director may authorize specific uses of the data contained in the Library's user records by the Library in order to conduct Library business.

The Library Director may authorize ~~specific uses of the data contained in the Library's user records~~ Library user contact information by ~~the Library~~, the Fort Dodge Public Library Foundation or the Friends of the Fort Dodge Public Library for such purposes as fundraising, marketing, or advocacy. ~~The information may be used to conduct library business, communicate with library users, or improve library services.~~

~~Public access to names of persons who hold Fort Dodge Public Library cards could discourage use of the library. The library will hold confidential the names of the card holders and their registration information.~~

FDPL ~~The library~~ will not reveal the information sources or services individual users consult unless required by law or court order. Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired. Confidentiality includes Internet and database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials.

FDPL ~~The library~~ contracts with third party vendors and library consortia that distribute electronic content through licensing agreements. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed through these vendors. Some vendors may gather information about users ~~library~~

patrons through the registration process and/or library transactions for their own marketing purposes.

~~The library cannot ensure privacy of circulation records during the process of collecting fines and fees.~~

Library records may be subject to disclosure to officials pursuant to a process, subpoena, or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative, or legislative investigative power. Library staff will seek counsel from the city's attorney in the event of such a request for the release of library records, and will respond to the request according to advice of counsel.

In the case of a minor child, ~~the library~~ FDPL will release information to the parent or legal guardian for the purpose of recovering overdue materials and settling accounts for lost, late, or damaged materials for which a parent or guardian may be considered liable. ~~However,~~ Information will not be provided to the parent or legal guardian who is merely attempting to determine what library resources or materials a minor child is using.

### Exceptions

Library records for long overdue/~~lost items materials~~ for which a bill has been sent may be revealed to a collection agency or law enforcement personnel.

Contact information for use of meeting rooms is provided by the user and considered public information.

~~Patrons~~ Individuals attending or participating in library programs or public meetings may be ~~videotaped~~ recorded or photographed. These images may be used for Library programming or promotion on the Library's website, Facebook page, the Internet, or other media.

### Compliance with Iowa Open Records Law/Patron Rights

All information stored in any medium belonging to a city is defined as a public record by Section 22.1 (3) of the Code of Iowa. Any use of the information in the patron database will be in compliance with that section, and Section 22.7 of the Code of Iowa.

Revised 05/19/2003  
Revised 10/24/2011  
Revised 01/26/2015  
Revised 10/23/2017  
Reviewed 06/28/2021  
Revised 09/23/2024

# Fort Dodge Public Library

## Exam Proctoring

### Policy Statement

To meet the needs of students and institutions of higher learning, the Fort Dodge Public Library offers proctoring services to the public.

### General Policies

Fort Dodge Public Library does not restrict eligibility for exam proctoring services nor does it charge for such services.

Proctoring services are available Monday through Friday during regular hours of library operation. Exams must be completed at least 30 minutes prior to the Library's closing.

This service is based on the availability of adequate personnel, facilities, and technology needed to proctor an exam. Library staff reserves the right to deny any **proctoring** request that is deemed too burdensome or exacting in its demands.

### ***Fort Dodge Public Library's Responsibilities:***

- ~~The library~~ FDPL will adhere to the test-taking guidelines set forth by the institution.
- The Library cannot arrange for a specific librarian to proctor a test nor can a proctor constantly **watch monitor** a **student person** who is taking an exam.
- Proctoring will be: issuing the exam, typing in passwords to online exams, filling out forms, noting when a student begins and ends an exam, and scanning/emailing or mailing a completed exam to the institution or instructor.
- ~~When an exam is administered, the proctor will be the staff member on duty at the Adult Reference Desk. The staff member who begins proctoring the test may not be on the desk when the test is completed. Therefore, the student may be returning the test to a different person.~~
- **Library** Staff will not sign any statement required by the institution that is inconsistent with our policy or with how the test is administered.
- ~~The library~~ FDPL will not keep completed copies of exams **for students**.
- Finished exams will be mailed with other Library mail or will be submitted electronically **when if** that option is available.
- ~~The library~~ FDPL is not responsible for completed exams lost or damaged due to factors beyond the Library's control, ~~such as postage delays or email transmission problems~~.
- The Library is **in no way not** responsible for a student's performance on a test, even if conditions are not optimal for test-taking.
- ~~The library~~ FDPL is not responsible for technical problems on the institution's website or email.

- Exams not taken within three months of their arrival date will be returned to the institution, if postage is provided, or shredded.

***Student's Responsibilities:***

- The student will contact ~~a library staff member at~~ the Adult Reference Desk to ~~set-up testing arrange for proctoring services and provide contact information.~~
- The student ~~will make~~ ~~is responsible for making~~ arrangements with the institution for the exam and instructions to be sent to ~~FDPL the library.~~
- The student is responsible for ~~making arrangements to take the exam, including confirming with library staff that the test has arrived and~~ scheduling a time ~~with staff~~ to take the test.
- The student is responsible for ensuring that the Library's computer resources are adequate for the exam. ~~A student must be in good standing to use a computer for tests. Students will be able to use a computer for the length of time stipulated in the exam.~~
- The student will provide a valid driver's license or photo ID for verification of identity before the exam will be proctored.
- The student ~~will arrive prepared~~ ~~is responsible for bringing~~ any ~~necessary or required supplies~~ ~~items with them~~ ~~to take the~~ needed for the exam. ~~These supplies will be made available for approval by the proctor if required.~~
- The student is responsible for any ~~incidental~~ costs ~~associated with the exam such as postage to mail back the exam (at USPS rates) and~~ payment ~~of any costs~~ is due at the time the exam is taken.
- Cell phone use during exams is prohibited ~~unless allowed by the testing institution.~~
- ~~Students must understand that~~ Tests will be taken in public areas or using public computers where there may be noise/distractions.

Adopted 10/23/2017  
Revised 08/23/2021  
Revised 09/23/2024

# Fort Dodge Public Library

## FY24 Iowa Public Library General Information Survey

**CURRENT YEAR**

**PREVIOUS YEAR**

### Section A - General Information

(Reporting period July 1, 2023 to June 30, 2024 - unless otherwise specified)

Due October 31, 2024

Review the contact information below. Users cannot directly change data for questions A01 to A10. If any information has changed, answer **Yes** to number A11 and enter a note for the corresponding question. The State Library will verify and update the data. For Section A, report the most current information available.

A01	Library Name	FORT DODGE PUBLIC LIBRARY	<i>FORT DODGE PUBLIC LIBRARY</i>
A02	Library District	CE=Central	<i>CE=Central</i>
A03	Street Address	424 CENTRAL AVE	<i>424 CENTRAL AVE</i>
A04	City	FORT DODGE	<i>FORT DODGE</i>
A05	Zip	50501	<i>50501</i>
Mailing Address			
A06	Mailing Address	424 CENTRAL AVE	<i>424 CENTRAL AVE</i>
A07	City	FORT DODGE	<i>FORT DODGE</i>
A08	Zip	50501	<i>50501</i>
Other Contact Information			
A09	County	WEBSTER	<i>WEBSTER</i>
A10	Phone	(515) 573-8167	<i>(515) 573-8167</i>
A11	Has any information in questions A1 to A10 changed in the past year?	No	<i>No</i>

YES, answer YES on the pulldown menu and enter a correction in a note.

NO - answer NO on the pulldown menu and continue with question A14.

A12	City population (2020 decennial population)	24,871	24,871
A13	Library Size Code	F	F
A14	Library Director/Administrator Name	Rita Schmidt	Rita Schmidt

## Section B - Paid Staff and Salary Information

Include all paid staff on the library's payroll. Include unfilled positions if a search is currently underway. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2024.

B01	Total number of paid librarians	3	3
B02	Total number of all paid librarian hours worked per week	120.00	120.00
B03	<b>Paid librarians FTE</b>	3.00	3.00
B04	Total number of all other paid staff	10	10
B05	Total number of all other paid staff hours worked per week	318.00	318.00
B06	<b>All other paid staff FTE</b>	7.95	7.95
B07	<b>Total number of paid staff</b>	13	13
B08	<b>Total paid staff FTE</b>	10.95	10.95

### *Levels of Education*

B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	2	2
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	80.00	80.00
B11	<b>Total FTE librarians with ALA accredited masters of library science degree</b>	2.00	2.00
B12	Starting date of current director in director's position (mm/dd/yyyy)	12/05/2016	12/05/2016

### *Salary Information*

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2024.

B13	Hourly salary of the director	\$50.26	\$48.47
B14	Hourly salary of assistant director	N/A	N/A
B15	Hourly average salary of department heads	\$32.22	\$31.27
B16	Hourly salary of the children's librarians	\$32.22	\$31.27
B17	Hourly average salary of library clerks	\$22.45	\$21.65
B18	Hourly average salary of shelvers or pages	\$12.04	\$11.68
B19	Hourly average salary of janitorial or building maintenance employees	\$19.67	\$19.67

### **Section C - Capital Income and Expenditures**

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY24 report them in this section. Otherwise, skip to section D.

*For Capital Income and Expenditures*

*Show all sources of capital funds for FY24 (July 1, 2023 - June 30, 2024).*

If your library does not receive capital income from a source, enter a 0 (zero).

If your library receives capital income from a source, but the amount is unknown, enter N/A.

Report all capital income and expenditures in whole dollars only. Round to the nearest dollar.

*For Capital Income*

Report all income for major capital expenditures, by source of income. Include funds received for:

- Site acquisition
- New buildings, additions to buildings, or renovation of library buildings
- Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- New computer hardware and software used to support library operations, link to networks, or run information products
- Replacement and repair of existing furnishings and equipment
- New vehicles
- Other major one-time projects

DO NOT REPORT INCOME FOR:

- Regular purchase of library materials - Report in section D
- Payments for regular operating costs such as utilities, insurance, etc. – Report in section D
- Investments for capital appreciation
- Income passed through to another agency
- Funds unspent in the previous fiscal year (e.g., carryover).

Did your library have any major one-time capital projects in FY24      Yes      Yes

YES - check the box and click the SAVE button to display questions C01 - C06.  
NO - Skip to section D.

*Capital Income*

C01	Capital funds from local government (city, county)	\$0	\$0
C02	Capital funds from state sources	\$0	\$0
C03	Capital funds from federal sources	\$0	\$0
C04	Capital funds from private sources	\$32,504	\$25,772
C05	<b>Total capital income</b>	\$32,504	\$25,772

*Capital Expenditures*

C06	Total capital expenditures	\$39,117	\$28,545
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**Section D - Operating Income and Expenditures**

## OPERATING INCOME

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report income used for operating expenditures by source. Include federal, state, local, and non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY24 (JULY 1, 2023 - JUNE 30, 2024).

- If your library does not receive operating income from a source enter a 0 (zero)
- If your library receives operating income from a source, but the amount is unknown, enter N/A
- Report all income in whole dollars only. Round to the nearest dollar

## DO NOT REPORT

- Income for capital expenditures as reported in Section C
- Contributions to endowments
- Income passed through to another agency
- Funds unspent in the previous fiscal year – carryover
- The value of any contributed or in-kind services
- The value of any non-monetary gifts and donations
- E-Rate discounts as income

### *Total Governmental Operating Income*

D01	City income received from the city's general fund (exclude income from special levies)	\$801,617	\$759,957
D02	City income received from special levies	\$0	\$0
D03	County income received from all counties	\$142,829	\$139,712
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	\$833	\$834
D05	Other governmental income received	\$0	\$0
D06	<b>Total local government operating income received</b>	<b>\$945,279</b>	<b>\$900,503</b>
D07	State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library.	11,040	\$10,875
D08	Other income received from the State of Iowa	\$0	\$0

D09	Total state government operating income received	\$11,040	\$10,875
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D10	Total federal government income received	\$0	\$0
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***Non-Governmental Operating Income***

D11	Total non-governmental grants received	\$44,669	\$50,000
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D12	Endowments and gifts received (only report if money was spent in FY24)	\$188,587	\$174,525
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D13	Fines and/or fees received	\$9,106	\$8,540
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D14	Other income received	\$0	\$0
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D15	Total non-governmental operating income received	\$242,362	\$233,065
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***Total Operating Income***

D16	Total operating income received	\$1,198,681	\$1,144,443
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**OPERATING EXPENDITURES**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

**REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.**

- If your library does not expend operating funds for an item, enter a 0 (zero)
- If your library expends operating funds for an item, but the amount is unknown, enter N/A
- To ensure accurate reporting, consult your business officer or city clerk regarding this section
- Report only money expended during FY24 (July 1, 2023 - June 30, 2024), regardless of when the money may have been received
- Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

**DO NOT REPORT**

- The value of free items
- Estimated Costs
- Capital expenditures as reported in Section C
- E-Rate discounts as expenditures

D17	Total salaries and wages expenditures (before deductions)	\$598,827	\$578,642
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D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be \$0. If you are unsure of benefits amount, or this is a volunteer-run library, report N/A.	\$233,371	\$224,717
D19	<b>Total staff expenditures</b>	\$832,198	\$803,359
D20	Print physical collection expenditures	\$82,244	\$91,272
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$7,165	\$8,010
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$2,751	\$2,935
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$0	\$0
D24	<b>Total physical non-print collection expenditures</b>	\$9,916	\$10,945
D25	<b>Total physical collection expenditures</b>	\$92,160	\$102,217
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	\$2,762	\$2,761
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$0	\$0
D28	<b>Total e-book collection expenditures</b>	\$2,762	\$2,761
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$2,762	\$2,761
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$0	\$0

D31	Total downloadable audio collection expenditures	\$2,762	\$2,761
D32	Total downloadable video collection expenditures. Report Advantage downloadable expenditures on this line.	\$0	\$0
D33	Total Electronic Information collection expenditures. This includes databases, Freegal, Hoopla, etc. Do not report expenditures for products subsidized or managed by the State Library such as Bridges.	\$40,722	\$35,877
D34	Total downloadable and Electronic Information collection expenditures	\$46,246	\$41,399
D35	Total collection expenditures	\$138,406	\$143,616
D36	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$161,011	\$143,275
D37	Total of all operating expenditures	\$1,131,615	\$1,090,250

## Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of items owned by the library at the start of the fiscal year (July 1, 2023). To assist with determining this number, we have pre-filled lines E01, E09, E17, and E23 based on end of year numbers from last year as reported on lines E04, E12, E20, and E26. Note that these values are not locked, so you can change them if needed.

NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year (July 1, 2023 - June 30, 2024) whether through purchase or donation.

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2023 - June 30, 2024) whether through weeding, loss, or other cause.

NUMBER HELD AT END OF YEAR - The number of items owned by the library at the end of the fiscal year (June 30, 2024).

E01	Printed books (# of items), held at start of year	74,275	78,221
E02	Printed books (# of items), added during year	4,943	5,248
E03	Printed books (# of items), withdrawn during year	5,704	9,194

E04	Printed books (# of items), held at end of year	73,514	74,275
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	102,625	101,997
E06	All other e-books held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Freading, Hoopla, etc. here.	0	0
E07	Total e-books held at end of year	102,625	101,997
E08	Total books (print and e-books), held at end of year.	176,139	176,272
E09	Audio materials (# of physical items), held at start of year	3,020	4,016
E10	Audio materials (# of physical items), added during year	163	233
E11	Audio materials (# of physical items), withdrawn during year	4	1,229
E12	Audio materials (# of physical items), held at end of year	3,179	3,020
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	49,379	45,606
E14	All other downloadable audio materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	0	0
E15	Total downloadable audio materials, held at end of year	49,379	45,606
E16	Total audio materials (physical and downloadable), held at end of year.	52,558	48,626
E17	Video materials (# of physical items), held at start of year	8,476	8,308
E18	Video materials (# of physical items), added during year	139	191
E19	Video materials (# of physical items), withdrawn during year	741	23

E20	Video materials (# of physical items), held at end of year	7,874	8,476
E21	Total downloadable video materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	0	0
E22	Total video materials (physical and downloadable), held at end of year	7,874	8,476
E23	Other library materials (# of physical items), held at start of year	71	72
E24	Other library materials (# of physical items), added during year	0	0
E25	Other library materials (# of physical items), withdrawn during year	71	1
E26	Other library materials (# of physical items), held at end of year	0	71
E27	Total physical items, held at start of year	85,842	90,617
E28	Total physical items, added during year	5,245	5,672
E29	Total physical items, withdrawn during year	6,520	10,447
E30	Total physical items, held at end of year	84,567	85,842
E31	Total downloadable items, held at end of year	152,004	147,603
E32	Total physical and downloadable items, held at end of year	236,571	233,445

### *Licensed Databases*

Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted. <https://www.statelibraryofiowa.gov/index.php/libraries/search/survey/cntelecre>

E33	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. Include subscription downloadable services such as Freegal, Freading, Hoopla, etc. here.	17	15
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E34	Number of licensed databases funded by the state government or The State Library of Iowa. Count Brainfuse as 2. Maximum amount for this line is 2. Prefilled and locked by the State Library.	2	2
E35	<b>Total licensed databases</b>	19	17

## Section F - Circulation and Use Counts

Report circulation for FY24 (July 1, 2023 to June 30, 2024). Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals. DO NOT count automatic renewals as circulation. DO NOT count in-house use or computer use as circulation.

### *Circulation Transactions of Physical Items*

F01	Adult books	25,715	27,854
F02	Young adult books	7,656	6,203
F03	Children's books	30,691	32,268
F04	Video recordings (physical formats)	10,094	10,412
F05	Audio recordings (physical formats)	1,502	1,817
F06	Serials (physical formats)	1,425	1,802
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, WiFi Hotspots, tools, video games, etc.)	3	7
F08	<b>Total PHYSICAL circulation by material type</b>	77,086	80,363

Lines F09 and F10 should be reported as individual counts. They do not need to add up to a total. These counts are part of the physical total as reported on line F08. Do not count electronic use for lines F09 or F10.

F09	Circulation of physical items to the rural population of your own county:	11,003	11,088
F10	Total physical circulation of all materials cataloged as "children's"	32,797	34,386

### *Use of Downloadable Material*

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	8,432	7,991
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F12	All other e-books - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23.	0	0
F13	<b>Total use of e-books</b>	8,432	7,991
F14	Total downloadable video recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23.	0	0
F15	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	8,554	8,874
F16	All other downloadable audio recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23.	0	0
F17	<b>Total use of downloadable audio recordings</b>	8,554	8,874
F18	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library.	2,299	1,352
F19	All other electronic serials – Include RB Digital or similar	0	0
F20	<b>Total use of electronic serials</b>	2,299	1,352
F21	<b>Total use of downloadable materials</b>	19,285	18,217

*Successful Retrieval of Electronic Information (Database Use)*

F22	Successful retrieval of Electronic Information from Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library.	130	260
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F23	Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use. Include downloads from services such as Freegal, Freading, Hoopla, etc. on this line.	9,703	10,461
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F24	<b>Total successful retrieval of Electronic Information.</b>	9,833	10,721
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*Circulation and Use Totals*

F25	<b>Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).</b>	96,371	98,580
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F26	<b>Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)</b>	29,118	28,938
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F27	<b>Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F25 + F26).</b>	106,204	109,301
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*Interlibrary Loan*

The State Library will automatically fill in data from the SILO ILL service. If your library only uses SILO for ILL, you can skip F28 to F33. Examples of other ILL services are OCLC or print forms.

F28	ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.	990	1,000
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F29	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	164	58
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F30	<b>Total Interlibrary Loan received from other libraries</b>	1,154	1,058
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F31	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	412	382
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F32	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	1,189	1,004
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F33	Total Interlibrary Loan provided to other libraries	1,601	1,386
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Other Use Counts

F34	Current total number of registered users as of June 30, 2024	2,973	2,999
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F35	Door count annually	63,978	59,933
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F36	Is annual door count based on an annual count (i.e. with a door counter) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F37.	CT - Annual Count	<i>CT - Annual Count</i>
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F37	Total number of reference transactions annually	6,439	6,523
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F38	Is number of annual reference transactions based on annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options below. If unsure, leave blank and skip to F39.	ES - Annual Estimate Based on Typical Week(s)	<i>ES - Annual Estimate Based on Typical Week(s)</i>
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F39	Number of Internet computers for public use	15	15
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F40	Number of uses of public Internet computers <u>ANNUALLY</u>	5,513	6,266
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(You may count a typical week and multiply by 52)

F41	Is the number of uses of public Internet computers based on an annual count (i.e., year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. If unsure, leave blank and skip to F42.	CT - Annual Count	<i>CT - Annual Count</i>
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F42	Total number of wireless sessions annually	811	1,004
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	CT - Annual Count	CT - Annual Count
F43 Is the number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count. If unsure, leave blank and skip to F44.		
F44 Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library.	0	0
F45 Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report N/A. Libraries without websites should report -3.	38,706	12,155
F46 <b>Total website visits annually</b>	38,706	12,155
F47 Does the library check out WIFI hotspots for use outside the library? (YES/NO)	No	No
F48 As of June 30, 2024, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? (YES/NO)	No	No

## Section G - Programs and Content Recordings

## LIBRARY PROGRAMS

### Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

### INCLUDE

- All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

### EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card sign-up booth at a farmer's market.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, do not report "make and take" bags or coloring pages as a program. Report these self-directed activities on questions G51 to G59
- Recorded presentations of program content. Report these on questions G49 to G50.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

### Tips for reporting programs and attendance.

- When reporting the number of programs count the total number of events. A story time held once a week for a year is counted as 52, not as one.
- When reporting attendees count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.
- Live, virtual programs are conducted via a Web conferencing or webinar platform during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. These are considered programs for survey purposes and should be added into programming counts as indicated below.
- Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the

audience to view or list to on-demand. Do not include promotional or marketing content.

Recordings of program content are counted separately from live programs as indicated below.

- If a program is hybrid (i.e., in-person and virtual) then report it as in-person. Do not double count.
- WhoFi/Non-WhoFi – we prefill and lock data from WhoFi for libraries that use that service. If you did not use the WhoFi service fill out the non-WhoFi questions. The total number of WhoFi and non-WhoFi programs will equal the total number of programs offered in each category.

*Children Ages 0-5*

G01	Total number of live, in-person, onsite library programs for children ages 0-5	50	52
G02	Total number of people attending live, in-person, onsite library programs for children ages 0-5	967	1,015
G03	Total number of live, in-person, offsite library programs for children ages 0-5	0	0
G04	Total number of people attending live, in-person, offsite library programs for children ages 0-5	0	0
G05	Total number of live, virtual library programs for children ages 0-5	0	0
G06	Total number of people attending live, virtual library program for children ages 0-5	0	0
G07	Total number of library programs for children ages 0-5	50	52
G08	Total number of people attending library programs for children ages 0-5	967	1,015

*Children Ages 6-11*

G09	Total number of live, in person, onsite library programs for children ages 6-11	10	16
G10	Total number of people attending live, in-person, onsite library programs for children ages 6-11	2,035	2,632
G11	Total number of live, in-person, offsite library programs for children ages 6-11	0	0

G12	Total number of people attending live, in-person, offsite library programs for children ages 6-11	0	0
G13	Total number of live, virtual library programs for children ages 6-11	0	0
G14	Total number of people attending live, virtual library programs for children ages 6-11	0	0
G15	Total number of library programs for children ages 6-11	10	16
G16	Total number of people attending library program for children ages 6-11	2,035	2,632

*Young Adults Ages 12-18*

G17	Total number of live, in person, onsite library program for young adults	10	16
G18	Total number of people attending live, in-person, onsite library programs for young adults	26	44
G19	Total number of live, in-person, offsite library programs for young adults	4	1
G20	Total number of people attending live, in-person, offsite library programs for young adults	4	10
G21	Total number of live, virtual library programs for young adults	0	0
G22	Total number of people attending live, virtual library program for young adults	0	0
G23	Total number of library programs for young adults	14	17
G24	Total number of people attending library program for young adults	30	54

*Adults Aged 19 or Older*

G25	Total number of live, in person, onsite library program for adults	55	45
G26	Total number of people attending live, in-person, onsite library programs for adults	771	649
G27	Total number of live, in-person, offsite library programs for adults	6	1
G28	Total number of people attending live, in-person, offsite library programs for adults	314	17
G29	Total number of live, virtual library programs for adults	0	0
G30	Total number of people attending live, virtual library program for adults	0	0

G31	Total number of library programs for adults	61	46
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G32	Total number of people attending library program for adults	1,085	666
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*General Interest - For All Ages*

G33	Total number of live, in person, onsite general interest library programs	0	0
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G34	Total number of people attending live, in-person, onsite general interest library programs	0	0
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G35	Total number of live, in-person, offsite general interest library programs	0	0
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G36	Total number of people attending live, in-person, offsite general interest library programs	0	0
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G37	Total number of live, virtual, general interest, library programs	0	0
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G38	Total number of people attending live, general interest, virtual library programs	0	0
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G39	Total number of live general interest library programs	0	0
G40	Total number of people attending live general interest library programs	0	0
G41	Total number of live, in-person, onsite library programs	125	129
G42	Total number of live, in-person, offsite library programs	10	2
G43	Total number of live, virtual library programs	0	0
G44	Total number of people attending live, in-person, onsite library programs	3,799	4,340
G45	Total number of people attending live, in-person, offsite library programs	318	27
G46	Total number of people attending live, virtual library programs	0	0
G47	Total number of live library programs	135	131
G48	Total number of people attending live library programs	4,117	4,367

### *Program Content Recordings*

A program content recording is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member.

The count of views of asynchronous program presentations for a period of THIRTY (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For recorded program presentations that are recordings of live, virtual program sessions, exclude live attendance; live attendance should have already been counted on lines G06, G14, G22, G30, or G38.

G49	Total number of program content recordings	0	0
G50	Total number of views of program content recordings	0	0

## Patron-Directed Activities

Below is a list of activities that are patron directed and sometimes known as passive, self-directed, or indirect programming. All answers are prefilled with 0. If you do not provide a listed service you can leave it as a 0. If you provide a service but are unsure of how many times it was used, answer with an estimate, or N/A. Otherwise provide the number of times each service is used ANNUALLY. Do not count the number of items created, only count the number of times a service is used. Do not include anything provided as a part of a library sponsored, in-person, program. These counts should be accounted for in the programming counts listed above. For example, do not count coloring sheets used as part of a live, in-person, program as an indirect activity.

G51	Total number of make and take kits provided	2,103	9,329
G52	Total number of coloring sheets provided	0	0
G53	Total number of scavenger hunt participants	1,796	3,344
G54	Total number of trivia contest participants	268	404
G55	Total use of library's maker space service	0	0
G56	Total use of STEAM/STEM services	6,606	4,178
G57	Total number of story-walk participants	0	0
G58	Total number of reading log participants	1,359	1,206

G59 List any other patron-directed activities, list one activity per box. To add more than one activity, click the "Add Activity" button.

Name of activity only, do not include a use count.	Reading Challenges	<i>Reading Challenges</i>
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## Section H - Library Buildings - Hours and Square F

Make sure to consider closures for all reasons when calculating number of hours and weeks open. For example, if your library is normally open for 52 weeks, but was closed for 20 weeks and open for 32 weeks in FY24, report 32 on line H02.

H01	Total number of hours open to the public during FY24 (July 1, 2023 to June 30, 2024) at the main library only. Report actual number of hours open rather than scheduled hours open.	2,516	2,530
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H02	Total number of weeks open to the public during FY24 (July 1, 2023 to June 30, 2024) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open.	52	52
H03	Square footage of main library. Prefilled and locked by the State Library.	32,600	32,600

## Section H Totals

H08	Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	2,516	2,530
H09	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	52	52
H10	Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	32,600	32,600

## Signature Page

IMPORTANT – PLEASE READ: All libraries submitting an annual survey must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Follow the link below to electronically sign the form. Please do not fax or mail copies of this form to us.

[Signature Page](#)