

REVISED

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Tuesday, June 24, 2024
Board Room
3:30 p.m.**

- I. Call to Order/Determination of Quorum
- II. Agenda Approval
- III. Approval of Minutes
- IV. Comments/Questions from the Public
- V. Bills & Financial Reports
- VI. Communications/Board Education
- VII. Committee Reports
- VIII. Director's Report
- IX. Old Business
- X. New Business
 - a. Election of Officers for FY23
 - b. Appointment of Liaisons to Other Boards (Friends/Foundation)
 - c. Animals in the Library Policy Revision
 - d. Community Postings Policy Revision (formerly Bulletin Board and Free Materials Distribution)
 - e. Programming Policy Revision
 - f. Tobacco/Nicotine Free Space Policy Revision
 - g. GO Bond Monies
- XI. Adjournment

Next Meeting: Monday, July 22, 2024 3:30 p.m.

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Next Meeting: Monday, July 22, 2024 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

May 28, 2024

I. Call to order/Determination of Quorum

President Kelly Hindman called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:31 p.m. on May 28, 2024 at the Fort Dodge Public Library.

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

II. Agenda Approval

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

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills & Financial Reports

- A. Dixon moved payments in the amount of \$2,789.98 to be approved in the Gift and Memorial Accounts. Kelleher seconded. Motion carried.
- B. Kramer moved payments in the amount of \$5,416.67 to be approved in the City Funds Accounts. Dixon seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

- A. Fort Dodge Public Library Foundation – Markets are doing well.
- B. Friends of the Library – The book store is doing well. Future Brown Bag Briefings are being scheduled.

VIII. Directors Report

Budget

- The City Council approved the FY25 budget on April 22, 2024. The library will receive \$150,545.00 from Webster County to serve rural residents. The Board will need to approve the FY25 library budget.

Programming

- The Summer Reading webpage has gone live.

Building

- Wes at Casting Creations of Minnesota Inc. should be finished with the staff and owl by early July.
- Schmidt has started pricing drinking fountain replacements as the library's have reached their end of life.

- A second AED has been purchased and will be mounted in the fireplace area.

Patrons

- Schmidt and Earp both received subpoenas in separate cases. One has settled out of court but Earp may still need to attend on June 3rd for the speaker staff stolen from the art piece in front of the library.

IX. Old Business

X. New Business

- A. Approval of FY25 Budget – Kelleher moved the approval of the FY25 Budget in the amount of \$912,553.00. Dixon seconded. Motion carried.
- B. Request for Access by a Registered Sex Offender – President Kelly Hindman had a discussion with the individual to ascertain the amenities needed for use and to see if the individual would like to provide any further details pertaining to the charges or registry requirements. Hindman also reached out to the Sheriff’s Office to receive further public information on the individual. The individual in question has received permission from the Fort Dodge Community School District to attend functions unsupervised for the individual’s child. With this information, Hindman made a motion to approve the individual’s use of the library with no stipulations on areas of access or supervision required. Hindman, Griffith, Kelleher, and Dixon voted in favor. Kramer voted against, noting concern for the individual’s low level of need for access to the library.
- C. Board Bylaws Revision – Changes made pertain to information added about member qualifications, appointment to the board, and terms of service. Refined/reworded the powers and duties section in addition to other minor wording changes. Dixon moved a motion to approve the revised policy. Kelleher seconded. Motion carried
- D. Conduct in the Library Policy Revision (renamed Behavior Expectation) – The name has been changed as well as other minor wording changes. Griffith moved a motion to approve the revised policy. Dixon seconded. Motion carried.
- E. Public Participation Policy Revision – Minor wording changes. Dixon moved a motion to approve the revised policy. Kelleher seconded. Motion carried.
- F. Video Security Cameras Policy Revision – Minor wording changes. Griffith moved a motion to approve the revised policy. Kramer seconded. Motion carried.

XI. Adjournment

Dixon moved a motion to adjourn. Seconded by Griffith. The motion carried. The meeting was adjourned at 4:30 p.m.

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

Accounts	Beginning Balance	June Income	June Expense	YTD Expense	Remaining Balance	% Expended
Children's Programming	5,168.28		2,399.68	11,883.81	5,677.87	68%
Adult Programing	370.38		236.79	667.55	557.73	54%
YA Programming	1,481.74		212.70	843.30	1,388.44	38%
Magazine/Newspapers	2,981.98			6,264.31	3,217.67	66%
General Donations & Gifts	3,196.63	71.46	359.70	4,152.73	2,842.63	59%
Donation Box	3,751.57	6.25		133.38	4,057.24	3%
Vend Print	10,213.82		(40.00)	2,220.14	10,591.43	17%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	1,796.27	219.79	212.68	1,875.41	2,296.92	45%
Interlibrary Loan	3,956.19		16.67	56.66	3,917.53	1%
Library Cards	331.55	9.00		-	420.55	0%
Administrative Programming	245.16			-	517.25	0%
Ann Smeltzer Charitable Trust	2,937.09			3,366.89	5,570.20	38%
Maxine Hillesland Trust	39,153.76		90.00	22,159.16	42,609.90	34%
Shiny Top Adult Programming	44.74			44.74	-	100%
Dolores Schermer Estate	10,492.42			1,575.00	8,917.42	15%
	88,910.94	306.50	3,488.22	55,243.08	95,372.14	37%
Scharfenberg Monies	701,102.77			-	701,102.77	0%

Fort Dodge Public Library
Gift Memorial - Checks for Approval

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor#</u>	<u>Line Item</u>	<u>Amount</u>	<u>Line Item</u>
4910	6/11/2024	Dino O'Dell Tuesday Adventure	002306	6419	\$ 440.00	Ch Prg (Friends)
4911	6/12/2024	WellsFargoVisa# 4739,3327 ch prg, summer rdg supp	070440	6419	\$ 796.13	\$654.77 Ch Prg, \$102.73 Adult Prg, \$78.63 YA Prg(Friends), \$(40.00) vendprint refund
4912	6/12/2024	Iowa State University insect zoo	055315	6419	\$ 479.91	Ch Prg (Friends)
4913	6/18/2024	Tim Read Tuesday Adventure	002012	6419	\$ 300.00	Ch Prg (Friends)
4914	6/24/2024	Amazon Capital Services replacements, program supp	002348	6419	\$ 313.73	\$134.07 YA Prg, \$134.06 Adult Prg (Friends), \$45.60 L&P
4915	6/24/2024	Ingram gifts/memorials, L&P	056900	6419	\$ 526.78	\$359.70 general gift, \$167.08 L&P
4916	6/24/2024	Bemrich Electric troubleshoot public computers	008230	6419	\$ 90.00	Hillesland
4917	6/24/2024	Lamoni Public Library lost ILL	001160	6419	\$ 16.67	ILL
4918	6/25/2024	Absolute Science Tuesday Adventure- Bubbles	001604	6419	\$ 525.00	Ch Prg (Friends)
total					\$ 3,488.22	

Accounts Payable Invoice Report

G/L Date Range 06/01/24 - 07/01/24
 Report By Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 747 - ACCESS SYSTEMS									
36761748	copier lease	Edit		06/10/2024	07/25/2024	06/24/2024			308.82
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		<u>\$308.82</u>
Vendor 2348 - AMAZON CAPITAL SERVICES									
1TDH-LMR9-MFJD	AED wall cabinet & sign	Edit		06/03/2024	07/02/2024	06/24/2024			164.94
1LQW-LYWX-Y173	misc office and bldg supp	Edit		06/10/2024	07/09/2024	06/24/2024			151.21
			Vendor 2348 - AMAZON CAPITAL SERVICES Totals			Invoices	2		<u>\$316.15</u>
Vendor 2449 - BOUND TREE MEDICAL, LLC									
85358178 LIB	AED	Edit		05/23/2024	06/25/2024	06/24/2024			763.32
			Vendor 2449 - BOUND TREE MEDICAL, LLC Totals			Invoices	1		<u>\$763.32</u>
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC									
01010417	misc bldg supp	Edit		06/20/2024	06/25/2024	06/24/2024			384.00
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	1		<u>\$384.00</u>
Vendor 40455 - FRONTIER COMMUNICATIONS									
60724	line charge	Edit		06/07/2024	07/01/2024	06/24/2024			73.97
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		<u>\$73.97</u>
Vendor 2885 - HOOPLA									
505620408	hoopla advance payment	Edit		06/14/2024	06/25/2024	06/24/2024			6,650.61
			Vendor 2885 - HOOPLA Totals			Invoices	1		<u>\$6,650.61</u>
Vendor 52495 - IOWA COMMUNICATIONS NETWORK									
696893 LIB	internet services	Edit		06/04/2024	07/03/2024	06/24/2024			249.90
			Vendor 52495 - IOWA COMMUNICATIONS NETWORK Totals			Invoices	1		<u>\$249.90</u>
Vendor 72499 - MENARDS INC									
12460	hose washers	Edit		06/05/2024	07/04/2024	06/24/2024			3.49
12621	replacement ceiling tile	Edit		06/07/2024	07/06/2024	06/24/2024			4.19
13361	6' folding table	Edit		06/20/2024	06/25/2024	06/24/2024			49.97
			Vendor 72499 - MENARDS INC Totals			Invoices	3		<u>\$57.65</u>
Vendor 73975 - MIDAMERICAN ENERGY									
554189788	electricity charges	Edit		06/12/2024	07/05/2024	06/24/2024			4,479.77
			Vendor 73975 - MIDAMERICAN ENERGY Totals			Invoices	1		<u>\$4,479.77</u>
Vendor 1032 - MIDWEST ALARM SERVICES INC									
454390	replace panel batteries	Edit		06/05/2024	07/05/2024	06/24/2024			213.90
455269	fire alarm system inspection & cleaning	Edit		06/08/2024	07/08/2024	07/01/2024			334.56
			Vendor 1032 - MIDWEST ALARM SERVICES INC Totals			Invoices	2		<u>\$548.46</u>
Vendor 88500 - PLUMB SUPPLY									
S100446887.001	2" pvc	Edit		06/07/2024	07/20/2024	06/24/2024			2.57
			Vendor 88500 - PLUMB SUPPLY Totals			Invoices	1		<u>\$2.57</u>
Vendor 2253 - WOODRIVER ENERGY LLC									
2024-00001379	#6323	Edit		06/14/2024	06/29/2024	06/24/2024			331.42
			Vendor 2253 - WOODRIVER ENERGY LLC Totals			Invoices	1		<u>\$331.42</u>
			Grand Totals			Invoices	16		<u>\$14,166.64</u>

Director's Report – June 2024

Technology

- Fort Dodge Fiber will be here Thursday morning, June 27th to connect us to their fiber network. Our network tech will be here to oversee the process and to make the necessary changes to our server.

Programming

- Our summer reading programs kicked off Monday, June 3rd. Our first two Adventures were well attended, Erika's two June adult/teen programs drew in a number of new patrons, and buildings on the Lego table are starting to take shape. Everyone's favorite - Bubbles on the Square is Tuesday, June 25th and we have two Adventures scheduled for the week of July 15th (ISU Insect Zoo and Feller Express Dinosaurs). Erika is currently planning the obstacles and course for her adult/teen program "mini golf in the library after hours" which is scheduled for Thursday evening, July 25th.

Building

- The art installation out front was tampered with again on Saturday night, June 15th. This time a gentleman removed the pole that keeps the column of books in place. It's heavy enough he decided it wasn't worth taking and he left it laying on the ground behind the soapbox. Fortunately, no one else came along Sunday and took it. Unfortunately, he was wearing some kind of bandana or covering over the lower part of his face so there is no way to identify him. For now, the pole is being stored on the floor in my office.
- The gentleman who is making the new owl and speaker's staff emailed to say they are done and ready for shipping. He has contacted a local Minnesota shipping company that may be willing to transport the speaker's staff. Because of its shape and weight, it can't be shipped using a regular carrier. If that company is unable to bring it to Fort Dodge I will try contacting a local company to see if they would be willing to do it for a reasonable charge.

Miscellaneous

- Our sales representative from Advantage Archives got in touch with me recently to say that he has had no luck connecting with the publisher of the Messenger about digitizing the rest of our microfilm. Advantage has decided to send a certified registered letter explaining they plan to move forward with the project unless they hear back from the Messenger that the publisher is opposed. Advantage is hoping this will garner some type of response or acknowledgment.

Board

- On behalf of myself, the staff, and the citizens of Fort Dodge I want to extend a very heartfelt "Thank you!" to Kelly Hindman for his service on the Board of Trustees. His participation and input have been invaluable over the years and we appreciate his willingness to serve our community in this way.

Policies/Accreditation

- Animals in the Library Policy: Minor changes in wording.
- Community Postings Policy: Major revisions including elimination of references to distributing materials for other organizations (formerly Bulletin Board and Free Materials Distribution):
- Programming Policy: Minor changes in wording.
- Tobacco/Nicotine Free Space Policy: Minor changes in wording.

Ending June 30, 2024

FDPL Foundation Fund

	YTD Budget	June Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
228 Advertising	7,552.77	1,477.48	2,869.55	4,790.70	3,313.22	56%
248 Adult Programming	11,916.51	492.66	1,186.42	9,645.33	9,152.67	23%
___Young Adult Programming	3,000.00	738.00		2,938.80	2,200.80	27%
260 Technology	70,700.63	8,843.00	18,828.85	29,268.20	20,425.20	71%
268 Audio/Visual Materials	16,122.83		49.48	15,225.71	15,225.71	6%
278 Staff Development	5,932.45	153.93	624.83	3,433.44	3,279.51	45%
301 Building Supplies	7,784.16	146.18	825.84	547.87	401.69	95%
321 Operating Supplies	2,223.32		256.77	723.87	723.87	67%
610 Adult Materials	71,724.70	5,434.80	14,634.71	48,549.34	43,114.54	40%
620 Children Materials	29,572.14		2,353.79	26,135.50	26,135.50	12%
640 Young Adult Materials	19,734.94	491.78	2,130.56	16,975.59	16,483.81	16%
Fawkes Monies	31,192.11	469.45	3,071.75	22,850.02	22,380.57	28%
	277,456.56	18,247.28	46,832.55	181,084.37	162,837.09	41%

FDPL-F Deardorf

	YTD Budget	June Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
___Technology/Non-Print	12,500.00			-	-	100%
510 Adult Materials	20,004.19		-	44.95	44.95	100%
520 Children's Materials	10,000.00	1,970.86	2,067.22	3,675.88	1,705.02	83%
540 Young Adult Materials	5,030.48		807.94	42.83	42.83	99%
568 Adult Audio/Visual Materials	43,576.39	731.34	1,007.69	40,406.23	39,674.89	9%
570 Childrens' Audio/Visual Materials	18,195.34		-	7,494.62	7,494.62	59%
Children's Department Enhancement	1,540.07		-	1,540.07	1,540.07	0%
Public Access Computers	312.12		-	312.12	312.12	0%
Games Programs Project	30.58		-	30.58	30.58	0%
FD Writers' Workshop	4,587.96		-	1,823.30	1,823.30	60%
Public Art Monies	9,489.66		-	9,489.66	9,489.66	0%
	125,266.79	2,702.20	3,882.85	64,860.24	62,158.04	50%

FDPL-F AXY Fdn Grant

	YTD Budget	June Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
670 AXY Grant	4,657.46		289.39	4,368.07	4,368.07	6%
	4,657.46	-	289.39	4,368.07	4,368.07	6%

GENERAL FUND

	Budget	MTD	YTD	% Received
Revenues	886,697	59,444	833,144	93.96%
GENERAL REVENUES				
(41005) PROPERTY TAX, PUBLIC LIBRARY	521,425	46,132	507,965	97.42%
(43915) WEBSTER CO- LIBRARY	142,000	0	119,024	83.82%
(44810) LIBRARY CHARGES, FEES	4,000	645	5,772	144.29%
(45020) LIBRARY FINES, FORFEITURES	2,000	0	1,008	50.40%
(46010) INTEREST - LIBRARY	1,500	846	8,114	540.92%
(49110) LIBRARY EMPL BENEFITS REIMB	215,772	11,823	191,262	88.64%
	Budget	MTD	YTD	% Expended
Expenses	886,697	59,610	768,983	86.72%
PERSONNEL SERVICES				
(6100) ALL PERSONAL SERV	568,125	43,255	501,565	88.28%
(6129) FICA CONTRIB	35,225	2,644	30,396	86.29%
(6130) MEDICARE CONTRIBUTION	8,238	618	7,109	86.29%
(6131) CITY CONTRIB FOR IPERS	53,632	4,083	47,028	87.69%
(6137) GROUP INSURANCE	118,677	4,477	99,249	83.63%
CONTRACTUAL SUPPLIES & SVCS				
(6207) PROFESSIONAL FEES	750	0	1,328	177.10%
(6249) POSTAGE	3,000	0	1,000	33.33%
(6251) FREIGHT	150	15	45	30.26%
(6259) MAINTENANCE CONTRACTS	24,000	479	22,950	95.63%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	255	3,062	30.62%
(6268) INTERNET SERVICES	3,600	250	2,499	69.42%
(6271) TELEPHONE SERVICE	800	74	705	88.15%
(6277) TRAVEL MEALS LODGING	0	0	0	
(6281) GAS/ELECTRICITY COMBINED	48,000	2,938	44,444	92.59%
COMMODITIES				
(6301) BUILDING SUPPLIES	7,500	521	4,510	60.13%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	0	3,093	61.85%

May

CAPITAL PROJECTS	Budget	MTD	YTD	% Expended/Received
BUILDING FUND				
Revenues				
(46110) GO BOND, LIBRARY CONSTRUCTION		0	0	
Expenses				
(6431) BUILDING RENOVATION	36,693	-	6,613	18.02%
PUBLIC LIBRARY STATE GRANT				
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000	0	3,349	111.63%
Expenses				
(6480) BOOKS, ADULT	3,000	0	0	0.00%
ENRICH IOWA FUNDS				
Revenues				
(43379) ENRICH IOWA GRANT	6,500	0	7,692	118.33%
Expenses				
(6480) BOOKS, ADULT	6,500	884	4,445	68.38%

Fort Dodge Public Library

Animals in the Library

Policy Statement Purpose

Fort Dodge Public Library affirms the rights of all people to free and equal access to information and use of the Library without discrimination, intimidation, threat of harm or invasion of privacy. The Library is dedicated to providing a safe, clean, comfortable, respectful environment for all library users. Patrons are expected to observe the rights of other patrons and staff members and to use the library for its intended purposes.

Service Animals

Fort Dodge Public Library recognizes that some patrons may have service animals, which are trained to assist or accommodate a person with a sensory, mental, or physical disability or to perform tasks for the benefit of a disabled individual. ~~The Library~~ FDPL recognizes legal rights under federal and state laws regarding use of service animals. Service animals are defined by the Americans with Disabilities Act (ADA) as dogs and miniature horses that are individually trained to do work or perform tasks for people with disabilities. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

In accordance with the ADA, any person with a disability is allowed to bring their service animal into all areas of the library where members of the public are normally allowed to go.

All service animals must be under the full custody and control of their handler at all times. Service animals must be harnessed, leashed, or tethered unless these devices interfere with their work or the owner's disability prevents use of these devices. In that case, the individual must maintain control of the service animal through voice, signal or other effective controls. Owners are solely responsible for the supervision and care of their service animal.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Library staff may ask two questions: (1) is the dog or miniature horse a service animal required because of a disability, and (2) what work or task the animal has been trained to perform. Library staff will not ask about a person's disability, require medical documentation, require a special identification card or training documentation for the animal or ask that the animal demonstrate its ability to perform the work or task.

A person with a disability cannot be asked to remove their service animal from the premises unless: (1) the animal is out of control and the handler does not take effective action to control it or (2) the animal is not housebroken. In these instances, library staff will offer the person with the disability an opportunity to obtain library services without the service animal's presence.

Fear of allergies, annoyance on the part of other patrons or employees, or fear of animals are generally not valid reasons for denying access or refusing service to individuals with service animals or service animals in training.

Other Animals

Emotional support, therapy, comfort, or pet/companion animals are terms used to describe animals that provide comfort just by being with a person. Because they have not been trained to

perform a specific job or task, they do not qualify as service animals under the ADA. Owners of these types of animals will be asked to remove them from the Library. Further, animals in carriers, bags or purses are not allowed in the Library. Anyone who is found to have misrepresented an animal as a service animal may have their library privileges revoked.

~~The Library~~ FDPL does not condone leaving any animal outside the Library in a way that may endanger the animal or library patrons. The Library reserves the right to contact animal control or the police regarding any unattended animals on its premises.

The Library's bird ambassador and any animals featured in programs sponsored by ~~the Fort Dodge Public Library~~ FDPL are exempted from this policy.

Adopted: 5/24/2021

Revised 06/2024

Fort Dodge Public Library

Bulletin Board and Free Materials Distribution Community Postings

Purpose

Fort Dodge Public Library values civic engagement and the free expression of ideas. In keeping with the Library's overall philosophy of providing access to a wide range of information sources, FDPL provides bulletin board space, free of charge, for local, government, educational, and non-profit information, events, and activities.

~~The purposes of this policy are:~~

- ~~• To provide a space for fliers, posters and information about library services, collections, activities and events, and the educational, recreational, civic, cultural, intellectual, or charitable activities of local agencies and organizations.~~
- ~~• To provide a space for official notices from local, county, and state government agencies.~~
- ~~• To dispense free information about local, county, and state activities and nonprofit/charitable organizations.~~

General Policies

In general, space on the Library's bulletin boards is provided on a first-come/first-served basis. However, FDPL will give preference to the following community postings, in the following order: Library and Library related groups; government information; events of local interest; and non-profit materials of local, civic, cultural, educational, or recreational interest. The Library will also consider for ~~distribute or~~ display announcements of cultural, educational, or recreational commercial events ~~or services~~ where the commercial advertising content is incidental to the informational value of the item being posted ~~publication~~.

Library staff members, under the supervision of the Library Director, have the discretion to approve, reject, or limit community postings. Postings may be rejected or limited based on size, duration, or space considerations even if the posting otherwise meets all of the other requirements listed in this policy. The Library reserves the right to provide ongoing space for items that provide continuing assistance to patrons and the public, such as library information, crisis services, etc.

Items will be added and withdrawn ~~by staff~~ as space allows, with consideration given to the timing of the events and the length of time that items have been displayed. Because of space limitations, the library cannot guarantee that all eligible posters or materials will be displayed.

All items must be suitable for general public viewing by all age groups and meet existing laws regarding obscenity, libel, defamation of character, and invasion of privacy.

~~All items must be reviewed by library staff. Fort Dodge Public Library FDPL reserves the right to refuse items if the content is lacking in current interest or informative value, or otherwise fails to meet the guidelines in this policy.~~

~~All posting and placement of items will be done by Fort Dodge Public Library staff.~~

~~The library may accept material from any nonprofit organization, including churches, schools (preschools through university), and city, county, state and federal government agencies.~~

~~Posters/fliers~~ Items will not be returned but recycled or discarded when no longer relevant or if they have been item posted or left for posting without approval by staff.

The posting ~~or distribution~~ of an item does not imply Library endorsement of its content, nor ~~does will the Library FPDL~~ accept responsibility for the accuracy of ~~the information listed on any posted statements made in such~~ materials.

Requirements for Postings ~~Content of items~~

~~All materials~~ Items must be identified with the name of the ~~sponsoring person or~~ organization, its ~~contact information~~, and if appropriate, the time, date, and location of the event ~~being advertised~~.

The Library will not accept the following types of items:

- ~~Petitions of any kind~~
- ~~Solicitations for contributions~~
- ~~Political campaign literature of any kind~~
- ~~Notices for free or "for sale" items (animals, products, etc.)~~
- ~~Advertisements for a professional or personal business or service~~
- ~~Any type of personal advertising (garage sales, etc.)~~

~~Materials for distribution must be free and focus on information about local organizations, events, performances, or cultural offerings; Fort Dodge and surrounding areas; tourism; public facilities; and current issues as well as frequently requested forms from local, state, or federal government agencies.~~

~~An emphasis will be placed on materials from or about Fort Dodge and Webster County. The library reserves the right to select items to be distributed and may reject otherwise qualified items due to limitations of space and lack of general interest.~~

~~Materials may be stored and distributed at a later date if they are not time sensitive.~~

~~The library does not guarantee permanent space to any agency or publication.~~

~~The library cannot assure the continued supply of any free materials.~~

Adopted 12/26/2017
Revised 10/26/2021
Revised 06/2024

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 of the library and its resources
- 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

General Policies

Programs may be developed and presented by library staff, independent contractors, or may be co-sponsored/presented in partnership with other 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~~ FDPL 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 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:

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

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~~ FDPL encourages and welcomes program proposals from individuals and community groups. When a community group, agency, or individual approaches the Library with a programming request, ~~the~~ library staff 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~~ FDPL 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~~ FDPL 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~~ FDPL 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~~ FDPL does not assume responsibility for 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/~~with~~ 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~~ FDPL 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 06/2024

Fort Dodge Public Library Tobacco/Nicotine Free Space

Policy Statement Purpose

Fort Dodge Public Library is dedicated to providing a safe, clean, comfortable, respectful environment for all library users. Patrons are expected to observe the rights of other patrons and staff members and to use the library for its intended purposes.

General Policy

Smoking or other use of tobacco or tobacco-like products (examples include but are not limited to cigarettes, **electronic** e-cigarettes, cigars, chewing tobacco, snuff, pipes, snus, etc.) within the Fort Dodge Public Library or on Library property, at any time, is strictly prohibited. This includes any emerging tobacco product or simulated smoking device. This also includes all nicotine products not regulated or approved by the Food and Drug Administration (FDA). Smoking cessation products regulated or approved by the FDA (examples include nicotine gums, patches and lozenges) are excluded from this policy. Violators of this policy will be asked to leave the Library or its property immediately.

This policy complies with the Iowa Smokefree Air Act in the Code of Iowa.

Adopted 06/2016
Revised 01/25/2018
Reviewed 10/26/2021
Revised 06/2024