

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

- I. Call to Order/Determination of Quorum
- II. Agenda Approval
- III. Approval of Minutes
- IV. Comments/Questions from the Public
- V. Bills & Financial Reports
- VI. Communications/Board Education
- VII. Committee Reports
 - a. Friends of the Library
- VIII. Director's Report
- IX. Old Business
 - a. GO Bond Monies – Concrete Projects Bids
- X. New Business
 - a. Library Assistant II Job Description
 - b. Financial Responsibilities Policy Revision (formerly Finance Policy)
 - c. Gifts and Donations Policy Revision
 - d. Interlibrary Loan Policy Revision
 - e. Study Room Use Policy Revision
- XI. Adjournment

Next Meeting: Monday, August 26, 2024 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

June 24, 2024

I. Call to order/Roll Call

President Kelly Hindman called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:33 p.m. on June 24, 2024 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Alexis Powers (staff), Deb Kelleher, James Kramer, Kelly Hindman, and Brittney Hindman (Fort Dodge resident).

II. Approval of Agenda

Schmidt provided a revised agenda adding letter g. GO Bond Monies under New Business. A motion to approve the revised agenda was made by Kelleher, and seconded by Kramer. Motion carried.

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- A. Kelleher moved payments in the amount of \$3,488.22 to be approved in the Gift and Memorial Accounts. Kramer seconded. Motion carried.
- B. Kramer moved payments in the amount of \$14,166.64 to be approved in the City Funds Accounts. Kelleher seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

VIII. Directors Report

Technology

- Fort Dodge Fiber will connect the library on June 27th.

Programming

- Summer Reading Programs kicked off June 3rd. The first Tuesday Adventures were well attended. Upcoming Adventures are Bubbles on the Square, ISU Insect Zoo and Feller Express Dinosaurs. Mini golf for teens/adults is being planned for July 25th.

Building

- The art installation out front was tampered with again on June 15th.
- The owl and staff have arrived. A base for the owl is still needed.

Misc.

- Advantage Archives have not had luck contacting the Messenger about digitizing the microfilm. They will send a certified letter explaining their intent to move forward with the project unless they hear back from the Messenger that the publisher is opposed.

Board

- Thank you for your service Kelly Hindman!

IX. Old Business

X. New Business

- A. Election of Officers for FY25-A slate of officers was discussed:
 - President – Merrily Dixon.** Motion moved by Kelleher. Kramer seconded. Motion passed.
 - Vice President – James Kramer.** Motion moved by Kelleher. Hindman seconded. Motion passed.
 - Secretary – Deb Kelleher.** Motion moved by Hindman. Kramer seconded. Motion passed.
- B. Appointment of Liaisons to Other Boards (Friends/Foundation) - It was discussed that Griffith will remain the Friends liaison. Motion moved by Kelleher. Seconded by Kramer. Motion carried. Kramer will become the Foundation liaison. Motion moved by Hindman. Seconded by Kelleher. Motion carried.
- C. Animals in the Library Policy Revision – Minor wording changes. Kelleher moved a motion to approve the revised policy. Seconded by Kramer. Motion carried.
- D. Community Postings Policy Revision (formerly Bulletin Board and Free Materials Distribution) – Major revisions including elimination of references to distributing materials for other organizations and a new name. Kramer moved a motion to approve the revised policy. Seconded by Kelleher. Motion carried.
- E. Programming Policy Revision – Minor wording changes. Kelleher moved a motion to approve the revised policy. Seconded by Kramer. Motion carried.
- F. Tobacco/Nicotine Free Space Policy Revision – Minor wording changes. Kramer moved a motion to approve the revised policy. Seconded by Kelleher. Motion carried.
- G. Go Bond Monies – The library has remaining 2021 GO Bond monies that need spent to prevent interest from being incurred. Schmidt would like to take bids for the steps on the South side of the building, as they are not up to code, and sidewalk/paver replacement in front of the building. If there is any remainder, Schmidt will purchase replacement water fountains for the library lobby area. A motion to approve the bid process was moved by Kelleher and seconded by Kramer. Motion carried.

XI. Adjournment

Kelleher moved a motion to adjourn. Seconded by Kramer. The motion carried. The meeting was adjourned at 4:05 p.m.

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

Accounts	Beginning Balance	July Income	July Expense	YTD Expense	Remaining Balance	% Expended
Children's Programming	5,677.87		2,521.38	2,521.38	3,156.49	44%
Adult Programing	557.73		500.00	500.00	57.73	90%
YA Programming	1,388.44		14.38	14.38	1,374.06	1%
Magazine/Newspapers	3,217.67		1,041.11	1,041.11	2,176.56	32%
General Donations & Gifts	4,137.63	825.00	851.31	851.31	4,111.32	17%
Donation Box	4,062.24	5.00		-	4,067.24	0%
Vend Print	10,591.43			-	10,591.43	0%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	2,472.36	28.25	379.54	379.54	2,121.07	15%
Interlibrary Loan	3,917.53			-	3,917.53	0%
Library Cards	426.55	3.00		-	429.55	0%
Administrative Programming	576.53			-	576.53	0%
Ann Smeltzer Charitable Trust	5,570.20			-	5,570.20	0%
Maxine Hillesland Trust	42,609.90	10,596.84	270.00	270.00	52,936.74	1%
Dolores Schermer Estate	8,917.42			-	8,917.42	0%
	96,912.86	11,458.09	5,577.72	5,577.72	102,793.23	5%
Scharfenberg Monies	702,808.91			-	702,808.91	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>
4919	7/1/2024	Mark Pitz Thomas Jefferson performance	130494	\$ 500.00	Adult Prg (Friends)
4920	7/2/2024	Mikayla Oz Tuesday Adventures	130162	\$ 400.00	Ch Prg (Friends)
4921	7/9/2024	Absolute Science Tuesday Adventure	001604	\$ 375.00	Ch Prg (Friends)
4922	7/17/2024	Feller Express Dinosaurs Tuesday Adventure	130287	\$ 335.00	Ch Prg (Friends)
4923	7/22/2024	Wells Fargo Visa# 4739 ch prg, supp., summer rdg	070440	\$ 1,111.38	Ch Prg (Friends)
4924	7/22/2024	Amazon Capital Services replacements, prg supp	002348	\$ 40.10	\$14.38 YA Prg \$25.72 L&P
4925	7/22/2024	Blackstone Publishing gift audio books	001162	\$ 73.59	general gifts
4926	7/22/2024	Center Point Large Pring LP gift books	016050	\$ 98.88	general gifts
4927	7/22/2024	Cengage Learning/Gale LP gift books	001693	\$ 172.44	general gifts
4928	7/22/2024	BookPage annual subscription print+ digital	130089	\$ 822.60	magazines (Friends)
4929	7/22/2024	WT Cox new subs	130268	\$ 218.51	magazines (Friends)
4930	7/22/2024	Ingram gifts/memorials, L&P	056900	\$ 860.22	\$506.40 general gifts, \$353.82 L&P
4931	7/22/2024	Bemrich Electric switch from ICN to Fiber	008230	\$ 270.00	Hillesland
4932	7/23/2024	Adam White Tuesday Adventure	NEW	\$ 300.00	Ch Prg (Friends)

\$ 5,577.72

Accounts Payable Invoice Report

G/L Date Range 06/28/24 - 07/31/24
 Report By Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 747 - ACCESS SYSTEMS									
36986518	copier lease	Edit		07/11/2024	07/23/2024	07/22/2024			308.82
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		<u>\$308.82</u>
Vendor 2348 - AMAZON CAPITAL SERVICES									
13YG-WJ7M-V1V3	misc office and bldg supp	Edit		07/15/2024	08/14/2024	07/22/2024			232.91
1F61-G3Y9-TPTL	misc bldg supp	Edit		07/15/2024	08/14/2024	07/22/2024			70.98
1W6X-KJXK-QVNK	misc op supp	Edit		07/15/2024	08/14/2024	07/22/2024			66.49
			Vendor 2348 - AMAZON CAPITAL SERVICES Totals			Invoices	3		<u>\$370.38</u>
Vendor 40455 - FRONTIER COMMUNICATIONS									
70724	line charge	Edit		07/07/2024	07/31/2024	07/22/2024			74.12
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		<u>\$74.12</u>
Vendor 52495 - IOWA COMMUNICATIONS NETWORK									
698813	internet services	Edit		07/09/2024	08/08/2024	06/28/2024			249.90
			Vendor 52495 - IOWA COMMUNICATIONS NETWORK Totals			Invoices	1		<u>\$249.90</u>
Vendor 73975 - MIDAMERICAN ENERGY									
555330944	electricity charges	Edit		07/12/2024	08/05/2024	07/22/2024			4,282.80
			Vendor 73975 - MIDAMERICAN ENERGY Totals			Invoices	1		<u>\$4,282.80</u>
Vendor 75170 - MIKES PEST CONTROL, INC.									
70324	annual pest control	Edit		07/03/2024	07/23/2024	07/22/2024			600.00
			Vendor 75170 - MIKES PEST CONTROL, INC. Totals			Invoices	1		<u>\$600.00</u>
Vendor 932 - NORTH IOWA LIBRARIES									
062417	annual catalog license & support	Edit		07/01/2024	07/23/2024	07/22/2024			5,390.92
			Vendor 932 - NORTH IOWA LIBRARIES Totals			Invoices	1		<u>\$5,390.92</u>
Vendor 88500 - PLUMB SUPPLY									
S100510678.001	pleated filters	Edit		07/16/2024	08/20/2024	07/22/2024			318.64
			Vendor 88500 - PLUMB SUPPLY Totals			Invoices	1		<u>\$318.64</u>
Vendor 90670 - QUILL CORP.									
39417981	misc office supp	Edit		07/08/2024	08/07/2024	07/22/2024			409.24
39448242	signature stamp	Edit		07/10/2024	08/09/2024	07/22/2024			21.59
			Vendor 90670 - QUILL CORP. Totals			Invoices	2		<u>\$430.83</u>
Vendor 2588 - SENSOURCE INC.									
60169	annual data hosting	Edit		07/02/2024	08/01/2024	07/22/2024			216.00
			Vendor 2588 - SENSOURCE INC. Totals			Invoices	1		<u>\$216.00</u>
Vendor 261 - SHOWCASES									
328916	misc office supp	Edit		07/01/2024	07/30/2024	07/22/2024			124.80
			Vendor 261 - SHOWCASES Totals			Invoices	1		<u>\$124.80</u>
Vendor 115620 - WOODMAN CONTROLS COMPANY									
3460	tech support program billing	Edit		03/31/2024	07/23/2024	06/28/2024			1,200.00
			Vendor 115620 - WOODMAN CONTROLS COMPANY Totals			Invoices	1		<u>\$1,200.00</u>
Vendor 2253 - WOODRIVER ENERGY LLC									
404557	#6323	Edit		07/15/2024	07/30/2024	07/22/2024			660.06

Accounts Payable Invoice Report

G/L Date Range 06/28/24 - 07/31/24

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
		Vendor	2253 - WOODRIVER ENERGY LLC	Totals		Invoices		1	<u>\$660.06</u>
				Grand Totals		Invoices		16	<u>\$14,227.27</u>

Director's Report – July 2024

Interesting Summer Reading Facts (thru July 16th)

- Almost 1,000 children have registered for reading logs
- 51 teens have registered for the teen summer reading program
- 11,364 people have visited the Library
- Busiest day was Tuesday, July 16th (ISU Insect Zoo)
- 284 people – average attendance at Tuesday Adventures (with one left to go)
- 200 new cards issued and 873 cards renewed
- 13,319 items checked out and 1,399 items renewed (14,718 total)
- 358 items used in the Library

Technology

- The switch from ICN to Fort Dodge Fiber as our ISP went smoothly. We will receive one final bill from the ICN for service in July as they neglected to inform us until after the first of the month that we also needed to submit a disconnect ticket.
- Recently patrons have experienced problems accessing the public wireless printer. After discussing it with Todd, we determined we need to upgrade our 6+ year old Wi-Fi equipment. We will use Hillesland monies to purchase two new PoE switches and six access points from Ubiquiti.
- Our card catalog computers are also 6+ years old and need to be upgraded. I plan to use Hillesland monies to purchase four new Dell micro towers and monitors.

Building

- We are finally close to replacing the missing pieces from the art installation out front. We recently received the brass platform the owl sits on as part of the column of books. Once I find a company that can manufacture the steel compression plate that sits between the owl/platform and the books we should have everything we need. I am hoping to find a local company that can make this piece for us.
- With the help of the assistant city manager, I created an informal bid document for the two concrete projects we would like to have done this year. It went out to eight local companies earlier this month, with bids due back Monday, July 22. My goal is to review any bids at the Board meeting so a decision can be made about moving forward with the projects.
- Unfortunately, the intermittent high-pitched noise coming from somewhere in the ceiling of the boardroom is back. Greg and Brad have both looked for the source but haven't been able to pinpoint what the problem is yet. The last two times we've contacted them about it the noise stopped before they were able to get here. They will continue to try to chase it down.

Employees

- Abbey Dobson, one of our full-time employees, has accepted a job with the federal government and will be moving in August. Her last day will be Friday, July 26th. She has been a great employee and we will miss her. As required by the City, her open position will be posted internally for several days so any city staff members who are interested may apply. If we don't have any interested or qualified internal applicants, it will be posted for the general public to apply.

Miscellaneous

- Our budget request for FY25 to the Friends of the Library was approved at their July 15th board meeting (\$22,550.00). Changes included a request for additional monies for children's programming (\$2,000.00) and newborn book bags (\$500.00) and a temporary suspension of funds (\$2,200.00) for maintenance fees for our self check-out station.
- All of the paperwork necessary for our continued participation in the State Library's Direct State Aid, open access, and ILL reimbursement programs has been completed and submitted.
- We have received our annual check from the Hillesland Trust (\$10,596.84). This year's total was about half of what we've received in the past so I am assuming their investments did not do well in 2023. We usually reserve these monies for technology related expenses and since we haven't purchased much equipment in the last few years we have more than adequate funds to pay for the new computers and Wi-Fi equipment we need.

Job Descriptions

- Library Assistant II: reformatted to match new city job descriptions layout, updated to include new pay grade and job number, revised to reflect current job duties

Policies/Accreditation

- Financial Responsibilities Policy: removal of reference to collective bargaining agreement, minor changes in phrasing/wording and change in name of policy (formerly Finance Policy).
- Gifts and Donations Policy: minor changes in phrasing/wording.
- Interlibrary Loan of Materials Policy: minor changes in phrasing/wording.
- Study Room Use Policy: minor changes in phrasing/wording.

Fort Dodge Public Library – May 2024

Circulation

2024: 6,045

2023: 5,966

Gate Count

2024: 5,022

2023: 5,044

Internet Computers Use

Total Number of Logins: 500

Total Time Used: 18 days 23 hours 55 minutes

Average Time Used: 55 minutes

Public WiFi Use

Number of Unique Users: 17

Total Session Count: 26

Total Time Used: 30 hours

Avg. Session Time: 1 hour 9 minutes

Library Programs - Adults

Number of Programs: 4

Total Participation: 36

Library Programs - Teens

Number of Programs: 1

Total Participation: 1

Library Programs - Children

Number of Programs: 5

Total Participation: 597

Adventure Pass Use

Total Number of Passes Borrowed: 20

Blank Park Zoo: 9; Des Moines Botanical Gardens: 2; Des Moines Children's Museum: 3;

Reiman Gardens: 2; Science Center of Des Moines: 4

Hoopla Usage

New Patrons: 9

Unique Patrons: 141

Circulations: 629

Avg. Circs/Patron: 4.5

Avg. Circ Price: \$2.27

Amount Spent: \$1,427.44

ScanEZ Usage

Total Number of Jobs: 248

Total Number of Pages: 1,123

Scan to Copy: 687 pages (\$78.30)

Scan to Fax: 229 pages (\$55.50)

Scan to Email: 148 pages (no charge)

Scan to USB: 58 (no charge)

Scan to Translation: 1 (no charge)

Total Payments: \$133.80

Fort Dodge Public Library – June 2024

Circulation

2024: 9,324

2023: 10,025

Gate Count

2024: 7,101

2023: 7,419

Internet Computers Use

Total Number of Logins: 545

Total Time Used: 18 days 22 hours 11 minutes

Average Time Used: 50 minutes

Public WiFi Use

Number of Unique Users: 25

Total Time Used: 56 hours

Total Session Count: 63

Avg. Session Time: 53 minutes

Library Programs - Adults

Number of Programs: 10 (Summer Reading Programs Ongoing)

Total Participation: 337

Library Programs - Teens

Number of Programs: 7 (Summer Reading Programs Ongoing)

Total Participation: 157

Library Programs - Children

Number of Programs: 20 (Summer Reading Programs Ongoing)

Total Participation: 2,672

Adventure Pass Use

Total Number of Passes Borrowed: 27

Blank Park Zoo: 9; Des Moines Botanical Gardens: 4; Des Moines Children's Museum: 2;

Reiman Gardens: 6; Science Center of Des Moines: 6

Hoopla Usage

New Patrons: 20

Avg. Circs/Patron: 4.3

Unique Patrons: 159

Avg. Circ Price: \$2.31

Circulations: 682

Amount Spent: \$1,574.43

ScanEZ Usage

Total Number of Jobs: 215

Total Number of Pages: 1,154

Scan to Copy: 637 pages (\$83.20)

Scan to Fax: 283 pages (\$67.25)

Scan to Email: 187 pages (no charge)

Scan to USB: 47 (no charge)

Total Payments: \$150.45

Ending July 31, 2024

FDPL Foundation Fund

	YTD Budget	July Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
228 Advertising	5,313.22		-	5,313.22	5,313.22	0%
248 Adult Programming	11,152.67		-	11,152.67	11,152.67	0%
___Young Adult Programming	4,200.80		-	4,200.80	4,200.80	0%
260 Technology	60,425.20		-	60,425.20	60,425.20	0%
268 Audio/Visual Materials	15,225.71		-	15,225.71	15,225.71	0%
278 Staff Development	5,279.51		-	5,279.51	5,279.51	0%
301 Building Supplies	2,901.69	105.15	105.15	2,901.69	2,796.54	4%
321 Operating Supplies	2,223.87		-	2,223.87	2,223.87	0%
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	1,192.65	1,192.65	21,483.81	20,291.16	6%
Fawkes Monies	31,049.31	139.19	139.19	31,049.31	30,910.12	0%
	279,058.49	1,436.99	1,436.99	279,058.49	277,621.50	1%

FDPL-F Deardorf

	YTD Budget	July Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
510 Adult Materials	22,544.95	3,009.52	3,009.52	22,544.95	19,535.43	13%
520 Children's Materials	9,205.02		-	9,205.02	9,205.02	0%
540 Young Adult Materials	42.83		-	42.83	42.83	0%
568 Adult Audio/Visual Materials	39,674.89	523.67	523.67	39,674.89	39,151.22	1%
570 Children's Audio/Visual Materials	7,494.62		-	7,494.62	7,494.62	0%
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	1,823.30		-	1,823.30	1,823.30	0%
Public Art Monies	9,489.66		-	9,489.66	9,489.66	0%
	92,158.04	3,533.19	3,533.19	92,158.04	88,624.85	4%

FDPL-F AXY Fdn Grant

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

GENERAL FUND

	Budget	MTD	YTD	% Received
Revenues	886,697	49,687	882,832	99.56%
GENERAL REVENUES				
(41005) PROPERTY TAX, PUBLIC LIBRARY	521,425	8,265	516,230	99.00%
(43915) WEBSTER CO- LIBRARY	142,000	23,805	142,829	100.58%
(44810) LIBRARY CHARGES, FEES	4,000	495	6,266	156.66%
(45020) LIBRARY FINES, FORFEITURES	2,000	0	1,008	50.40%
(46010) INTEREST - LIBRARY	1,500	723	8,837	589.13%
(49110) LIBRARY EMPL BENEFITS REIMB	215,772	16,400	207,662	96.24%
	Budget	MTD	YTD	% Expended
Expenses	886,697	67,135	836,118	94.30%
PERSONNEL SERVICES				
(6100) ALL PERSONAL SERV	568,125	43,711	545,276	95.98%
(6129) FICA CONTRIB	35,225	2,635	33,030	93.77%
(6130) MEDICARE CONTRIBUTION	8,238	616	7,725	93.77%
(6131) CITY CONTRIB FOR IPERS	53,632	4,126	51,154	95.38%
(6137) GROUP INSURANCE	118,677	9,023	108,272	91.23%
CONTRACTUAL SUPPLIES & SVCS				
(6207) PROFESSIONAL FEES	750	0	1,328	177.10%
(6249) POSTAGE	3,000	0	1,000	33.33%
(6251) FREIGHT	150	0	45	30.26%
(6259) MAINTENANCE CONTRACTS	24,000	152	23,102	96.26%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	224	3,286	32.86%
(6268) INTERNET SERVICES	3,600	250	2,749	76.36%
(6271) TELEPHONE SERVICE	800	74	779	97.39%
(6277) TRAVEL MEALS LODGING	0	0	0	
(6281) GAS/ELECTRICITY COMBINED	48,000	4,811	49,255	102.61%
COMMODITIES				
(6301) BUILDING SUPPLIES	7,500	1,380	5,890	78.53%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	134	3,226	64.52%

June

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	3,349	3,349	111.63%
ENRICH IOWA FUNDS				
Revenues				
(43379) ENRICH IOWA GRANT	6,500	0	7,692	118.33%
Expenses				
(6480) BOOKS, ADULT	6,500	3302	7,747	119.18%

Library Assistant II

Description of Work

General Duty Statement

Provides direct customer service to the public and performs clerical duties necessary to ensure efficient operations and continuous workflow of the Fort Dodge Public Library. Performs other duties as assigned.

Distinguishing Features of the Class

Delivers high-quality customer service by interacting with the public, addressing inquiries, and referring patrons to librarians as needed. Performs core duties in a designated area and is cross-trained to work across all library departments. Handles circulation and other frontline tasks using a computerized ILS. Provides reference, reader's advisory, and interlibrary loan services at the Adult or Children's Services desk. Receives, catalogs, and classifies library materials. Supports program planning and presentation, assist with maintaining the library's website, and promotes collections through engaging content, flyers, signs, handouts, and displays.

Supervision

Works under general supervision of the Adult/Teen Services or Children's Services Librarians.

Supervision Exercised

None.

Essential Functions & Competencies

- Provides excellent customer service to all members of the community, inclusive of all races, genders, sexual orientations, religions, abilities, ages, national or ethnic origins, languages, citizenship status, socioeconomic status, and political affiliations.
- Performs circulation duties including, but not limited to, issuing/updating library cards, checking materials in/out, placing holds, notifying patrons about overdue/lost/damaged materials, and issuing computer passes.
- Uses a multi-line telephone system to answer questions from the public, conduct general library business, and to route calls to other library departments and employees.
- Assists individuals using library equipment, including the online catalog, ScanEZ workstation, computers/printers, and the microfilm reader.
- Demonstrates an ability to be organized and prioritize work with limited direction.
- Assists with development and maintenance of the library's collections by making purchase recommendations, receiving, cataloging, and processing items, repairing damaged materials, weeding items, and conducting an inventory of materials when requested.
- Assists with creating circulation and statistical reports as needed or assigned.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively to provide high quality seamless customer service.
- Maintains patron privacy and confidentiality according to library policies.
- Explains, interprets and applies library policy.
- Assists with planning, organizing, and implementing special projects as needed or assigned.
- Demonstrates continuous effort to improve operations, streamline work processes and work cooperatively to provide high quality, seamless customer service.

Required Knowledge, Skills, and Abilities

- Excellent customer service skills, both in person and over the phone, demonstrating effective listening, tact, patience, and courtesy.

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

Code: 375

Grade: 12 NPS Non-Union (Non-Exempt)

Effective Date: 7/22/2024 *(Pending Board approval.)*

- Ability to work under limited supervision.
- Interpersonal communication skills necessary to successfully interact with the public and fellow staff members in a positive and effective manner, including conflict resolution skills, social perceptiveness, patience, and courtesy.
- Demonstrates proficiency utilizing computer systems, Microsoft Office (e.g., Word and Excel), various software applications associated with department services, and a wide range of office equipment, which may include a facsimile, photocopier, multi-line telephone system, and computer printers. Willing to quickly learn and apply new skills and knowledge brought about by rapidly changing information and/or technology.
- Problem-solving skills to troubleshoot software issues and minimize disruption to services.
- Demonstrates a solid understanding of standard library principles including intellectual freedom, freedom of speech, copyright, patron confidentiality, censorship, and other issues.
- Demonstrates basic knowledge of library reference interview techniques, information retrieval, and reader's advisory.
- Exhibits advanced proficiency in utilizing a wide range of resources, including print and non-print materials, computerized databases, internet sources, digital communications, ILS systems, and other library tools and related hardware.
- Ability to understand and follow oral and/or written instruction, policies, procedures, and instructions.
- Time management skills with the ability to work efficiently in a fast-paced office environment with frequent interruptions, multi-task (i.e., answer phones, greet public, return to task before interruption), taking appropriate initiative to complete a wide variety of duties and responsibilities accuracy and speed.
- Ability to anticipate, analyze, make decisions, and systematically act within library policy limits to solve customer service problems.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to foster a spirit of teamwork and support when interacting with staff and others.

Essential Physical & Mental Abilities *(Requires the following with or without reasonable accommodation.)*

- Clarity of speech and hearing or other capabilities which allow the employee to communicate effectively with staff and the general public.
- Visual acuity sufficient to read and review written correspondence, with necessary depth perception, color distinction, peripheral, and distance vision. Ability to view a computer screen for extended periods.
- Manual dexterity which permits the employee to operate office equipment and other similar devices used in the performance of the job.
- Ability to rapidly and accurately coordinate hand-eye movements to make precise adjustments and manipulate small objects.
- Sufficient personal mobility which permits the employee to frequently move about to perform required job functions. May involve prolonged periods of standing, walking, moving about to assist patrons and organize materials.
- Sedentary to light/medium work involving intermittent standing, walking, balancing, and sitting.
- Frequent grasping, bending, stooping and reaching, above and below shoulder level, to shelve and retrieve books and other materials at varying heights.
- Occasionally climb ladders or step stools to retrieve and shelve materials at various heights.

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

- Ability to lift and carry books, materials, and equipment weighing up to 25 pounds.
- Ability to occasionally push and pull objects, such as loaded book carts, with light to medium force (20-35 pounds).
- Maintain mental capacity permitting the use of good judgment to make sound decisions and ensure safety in the performance of the job.
- Emotional intelligence that allows one to be an engaged team member who motivates and influences others; personal courage and resilience to deal with a wide range of challenges.
- Must be open and honest in all communication.
- Majority of work is performed in an office setting, but some children's program activities may be performed outdoors.
- Regular, dependable attendance at the designated time and place, during normal business hours and days of operation. Ability to work evenings and weekends.

Minimum Qualifications

- High school diploma or GED, preferably supplemented by some college level coursework and at least two (2) years of direct customer service experience.
- Must pass a post-employment offer background check, physical examination and drug screen.
- Must be able to effectively communicate (orally, in person, over the telephone, and in writing using electronic devices and handwriting) in English with others.

Preferred

- Associate's degree.
- Previous library experience.
- Experience in the public sector.
- Familiarity with library classification systems (e.g., Dewey Decimal System).
- Fluency in a language other than English a plus.

Fort Dodge Public Library

Financial **Responsibilities Policy**

Authority

Ultimate responsibility for the maintenance and operation of the Library lies with the Board of Trustees. This includes all equipment and materials owned by, **the Library** as well as the expenditure of all funds available to, the Library. (Fort Dodge Municipal Code 2.64.050 - Powers and duties.)

The Director is responsible for administering the day-to-day operation of the Library, including planning and managing the Library's expenditures and revenues. To carry out these responsibilities effectively, the Board delegates certain authorities to the Director. These include:

- Paying claims for expenditures that are consistent with approved annual budgets.
- Offering starting salaries in accordance with the City of Fort Dodge's personnel policies and procedures. ~~and the Library AFSCME Collective Bargaining Agreement~~
- Expending funds annually out of trust **accounts**, foundation **accounts**, and memorial accounts that are designated for a specific purpose (e.g. Friends, FDPL Foundation, Hillesland, etc.)

Annual Operating Budget

The **Library** Board delegates to the Library Director the responsibility for preparing the preliminary draft of the annual budget with necessary supporting data. The Board reviews, revises, and approves the proposed budget before it is submitted to the City Manager and City Clerk's Office.

After the City Council approves the annual operating budget based on the recommendation of the City Manager **and with** input from the Library Board, the Library Director is responsible for the operation of the library under the financial conditions set forth in the budget.

Expenditure Reporting and Approval

All disbursements of city funds must be presented to the **Library** Board for approval **each month** at ~~each its regularly scheduled board~~ meeting. The **Library** Director will **also** provide monthly **status** reports on the current year's budget ~~at each board meeting~~. **The Library** FDPL follows the City of Fort Dodge's Ordinance for the Obligation and Expenditures of Municipal Funds.

Credit Cards

~~The Library~~ FDPL may provide credit cards to the **Library** Director, Adult/Teen Services **Librarian**, **and** Children's **Services** Librarians, and Administrative Specialist. Credit cards

may be used to purchase goods or services for the Library either online or in person. All receipts must be presented to the Library's Administrative Specialist with an explanation of the purchase and its purpose. Library credit cards may not be used for personal [expenses](#) or purchases.

Accounts

The Library has a checking account for gift monies, memorials, bequests, and monies distributed to it by the Friends of the Library. All disbursements from the Library's checking account must be presented to the [Library](#) Board for approval each month at [its regularly scheduled board](#) meeting. The Director will [also](#) provide monthly reports on the balance of this account ~~at each board meeting~~.

Contracts for Library Services

In accordance with Fort Dodge Municipal Code (2.64.060 - Power to contract with others for the use of the library), the [Library](#) Board may contract with other entities for use of the Library. Funds from these contracts will be deposited in the Library's operating budget unless otherwise established by Board policy or the Fort Dodge Municipal Code.

Adopted 04/2021

[Revised 07/2024](#)

Fort Dodge Public Library

Gifts and Donations

Purpose

The Fort Dodge Public Library welcomes donations to further its mission to provide all patrons with fair and equal access to a wide variety of library materials, programs, and services. The Library partners with the Fort Dodge Public Library Foundation and the Friends of the Fort Dodge Public Library to ensure donors have a variety of opportunities and options for supporting the Library. The Board of Trustees, in cooperation with the Foundation and Friends of the Library, ~~will make an~~ makes every effort to inform potential donors of these options.

Acceptance of Donations

Acceptance of any donation, including cash, securities, or real or personal property, will be determined by the Library Board, based on its suitability to the purposes and needs of the Library, the laws and regulations that govern the ownership of the donation, and the Library's ability to meet the any requirements ~~if any,~~ associated with the donation. Donations must be legally owned by the donor(s) and free of liens or claims.

Donations to the Fort Dodge Public Library are accepted only on the condition that they may be retained, sold, given away, or disposed of. The Library Board will not accept donations which would require or cause the Library to act in violation of established policies. The Library Board reserves the right to consider, accept, or decline acceptance of any donation, including gifts with restrictions, art, collections of any type, furnishings, or artifacts.

Gifts, bequests, or donations of real estate, real property, or personal property are subject to appraisal, title search, and boundary surveys at the expense of the donor before the donation will be considered by the Library Board.

Gift Monies/Funds

Monies received from gifts or bequests for memorials will be used for the purchase of materials, equipment or to help fund special programs or projects. Selection will be made by staff in accordance with the collection development policies of the Library. ~~and~~ When possible, ~~and/or appropriate,~~ staff will choose materials compatible with the interests of the donor or person being honored.

Donated Materials

Donated materials become the property of the Fort Dodge Public Library. They may be added to the collection in accordance with the Library's collection development policies, given to the Friends of the Fort Dodge Public Library for sale ~~in the bookstore or at annual public sales,~~ donated to another appropriate local non-profit organizations, another

library, recycled, or discarded. Items will not be returned to the donor and may be withdrawn according to the Library's collection development policies. Upon request, the Library will provide a receipt for donated items but will not state a value or fair market price for the items.

Recognition

The ~~Fort Dodge Public~~ Library Board of Trustees has sole authority to determine how donors will be formally recognized in the Library or on Library property. Materials added to the collection ~~will~~ ~~may~~ be ~~marked~~ ~~acknowledged~~ with a ~~special~~ bookplate and note in the ~~online~~ ~~cataloging~~ ~~record~~ identifying the donor ~~and~~/or the person being honored. Other methods of recognition regarding gifts or donations may be evaluated and recommended to the ~~Library~~ Board ~~of Trustees~~ by the Library Foundation or Friends of the ~~Fort Dodge Public~~ Library.

Approved 12/07/2001
Revised 06/24/2002
Revised 12/26/2017
Reviewed 07/27/2021
Revised 07/2024

Fort Dodge Public Library

Interlibrary Loan of Library Materials

Purpose

Fort Dodge Public Library supplements its collection with an interlibrary loan service that enables it to borrow materials from other libraries. Through this service, ~~the Library~~ FDPL is able to enhance and extend the materials available to ~~our~~ its patrons and ~~the~~ community.

General Policies

A valid library account ~~in good standing~~ is required to make use of interlibrary loan services. To request materials from another library, cardholders must ~~have a borrower account in good standing and~~ be a resident of Fort Dodge, ~~Otho, Barnum, or rural Webster County or a contracting city~~. All other cardholders must use their home library for interlibrary loan services.

~~The Library~~ FDPL participates in the Interlibrary Loan Reimbursement program through the State Library of Iowa. ~~Therefore, Under this program, the~~ a library may charge up to \$3.00 per item borrowed from ~~other Iowa~~ libraries ~~in-state for the specific purpose of covering to offset~~ postage costs. Currently ~~the Library~~ FDPL does not charge a fee for ~~items borrowed from other Iowa libraries this service~~.

The Library does charge the actual cost of postage for any materials borrowed from libraries ~~located outside of Iowa~~ ~~out-of-state~~. Additionally, if the ~~loaning lending~~ institution charges any fees for the use of its materials, those charges will be passed on to the patron. Patrons will be notified of charges before items ~~will be~~ ~~are~~ borrowed from ~~out-of-state~~ ~~these~~ libraries.

Materials published or released within the previous six (6) months cannot be requested through interlibrary loan. Newer materials will be considered for purchase by the Library for its collection. (See Collection Development Policy for guidelines.) ~~Audio CDs and DVDs cannot~~ ~~Nonprint materials will not~~ be requested from ~~out-of-state~~ libraries ~~located outside of Iowa~~.

~~The Library~~ FDPL will abide by the checkout policies, due dates, and/or any special limitations of the lending library.

Requests for the renewal of an item ~~for materials~~ borrowed from another Iowa library will be ~~attempted made only~~ if the item is not already overdue ~~request is made prior to the item's due date~~. Materials borrowed from ~~out-of-state~~ libraries ~~located outside of Iowa~~ cannot be renewed.

A patron's interlibrary loan privileges may be suspended for ~~the following~~ any reason including:

- ~~A patron~~ Habitually requesting items ~~and but then failing to~~ ~~does not~~ pick them up.
- ~~Returning~~ materials ~~that have been~~ ~~are~~ misused or damaged/~~lost by the borrower~~.
- ~~A patron~~ Habitually returning borrowed materials late/~~damaged~~.
- ~~Losing or failing to return~~ materials borrowed from another library.

Adopted 06/28/2004
Revised 10/2004; 08/2017; 02/2021; 07/2024

Fort Dodge Public Library

Study Room Use

Policy Statement Purpose

The Fort Dodge Public Library offers rooms for individuals needing a space for quiet study or for small groups to work together.

General Policies

Library study rooms are available ~~at no charge~~ for use by individuals and small groups ~~during normal operating hours~~.

Study rooms may not be used for fundraising, selling merchandise, or other commercial purposes, including, but not limited to, transacting business or soliciting customers or clients. Study rooms may be used for employee interviews, employee work groups, or other work-related meetings, as well as by individuals tutoring others.

Study rooms are ~~generally~~ available on a first come, first-served basis. ~~The~~ Library ~~staff~~ reserve the right to ~~impose time limits on~~ the use of ~~study rooms~~ ~~if there is significant demand and limited space availability~~ ~~as needed~~.

The Library's ~~Conduct in the Library~~ Behavior Expectations and Unattended Child/Safe Child policies govern behavior in all study rooms. Users not in compliance will be asked to leave. Repeated violations may result in suspension or loss of library privileges.

~~The library's~~ Study rooms are not soundproof so discussions ~~should be held at normal~~ ~~must take place at a quiet~~, conversational levels. Users should limit conversations of a private or confidential nature as privacy ~~cannot be~~ ~~is not~~ guaranteed.

Study rooms must be vacated no later than fifteen (15) minutes before the library closes.

~~Children under the age of eleven (11) are not permitted to use a study room without an adult in the room with them.~~

~~Study room users~~ Individuals or groups using a study room will be held accountable for the condition of the room and ~~are responsible for~~ any damage ~~to rooms/library property~~ that may occur ~~during its use.~~ ~~while they are using the room.~~

The library is not responsible for ~~theft of or damage to personal items.~~ ~~any damage to, loss, or theft of an individual's property that is left unattended in a study room.~~

Approved 01/24/2001
Revised 09/26/2011
Revised 11/28/2017
Revised 09/27/2021
Revised 07/2024