Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Monday, August 26, 2024
Board Room
3:30 p.m.

I.   Call to Order/Determination of Quorum

II.   Agenda Approval

III.   Approval of Minutes

IV.   Comments/Questions from the Public

V.   Bills & Financial Reports

VI.   Communications/Board Education

VII.   Committee Reports
    a. FDPL Foundation

VIII.   Director's Report

IX.   Old Business
    a. Accreditation/Five-year Plan Discussion

X.   New Business
    a. Copyright Policy Revision
    b. Print, Copy, Scan, and Fax Services Policy Revision
    c. Homebound Patrons and Library Services Policy Revision
    d. Meeting Room Use Policy Revision

XI.   Adjournment

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

Fort Dodge Public Library Board of Trustees
Meeting Minutes

July 22, 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 3:36 p.m. on July 22, 2024 at the Fort Dodge Public Library.

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

II. Approval of Agenda

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

III. Approval of Minutes

A motion to approve the June meeting minutes was made by Kelleher 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 $5,577.72 to be approved in the Gift and Memorial Accounts. Griffith seconded. Motion carried.

    B. Kramer moved payments in the amount of $14,227.27 to be approved in the City Funds Accounts. Griffith seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

    A. Friends of the Library – 4 new Board Members, Pam will organize the October Brown Bag Briefings, Tim will do the April Brown Bags, Friends income was $32,185.21 for FY24. Friends approved the library's budget request of $22,550.00.

VIII. Directors Report

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.
- The library will be purchasing two new PoE switches and six access points from Ubiquiti with Hillesland monies to upgrade wi-fi equipment and 4 new card catalog computers from Dell.

Programming

- Over 1,000 children and 51 teens are registered for summer reading.
- The busiest day was July 16th (ISU Insect Zoo). The average attendance has been 284 people.
- Over 200 new cards have been issued and 873 cards renewed.
- 13,319 items have been checked out and 1,399 items renewed.

Building
- Greg will install the speaker staff on the art installation tomorrow. He will also find a local business to make a steel compression plate that fits between the platform and the column of books.
- With the help of the assistant city manager, Schmidt created an informal bid document for the two concrete projects the library would like to have done this year. It went out to eight local companies earlier this month, with bids due back Monday, July 22.
- The intermittent high-pitched noise coming from somewhere in the ceiling of the boardroom is back. Staff are currently working to determine the source.

Misc.
- One of our full-time employees is moving in August. The open position has been posted internally and one current part-time employee has applied. There will then be an open part-time position or the full-time position will go public.
- All paperwork has been completed for the library's continued participation in the State Library's Direct State Aid, open access, and ILL reimbursement programs.
- The library has received its annual Hillesland Trust monies.

IX. Old Business

A. GO Bond Monies – Concrete Projects Bids - The library received one bid for the replacement of the south side stairs and the transitions between the brick and sidewalk in front of the building. Woodruff Construction submitted a bid of $29,400.00. Griffith moved a motion to approve the submitted bid. Kelleher seconded. Motion carried.

X. New Business

A. Library Assistant II Job Description – Reformatted to match city job descriptions layout, updated to new pay grade and job number. Revised to reflect current job duties. Kramer moved a motion to approve the revised job description. Seconded by Griffith. Motion carried.

B. Financial Responsibilities Policy Revision (formerly Finance Policy) - removal of reference to collective bargaining agreement, minor changes in phrasing/wording and change in name of policy. Kelleher moved a motion to approve the revised policy. Seconded by Griffith. Motion carried.

C. Gifts and Donations Policy Revision - Minor wording changes. Kramer moved a motion to approve the revised policy. Seconded by Dixon. Motion carried.

D. Interlibrary Loan Policy Revision - Minor wording changes. Kelleher moved a motion to approve the revised policy. Seconded by Griffith. Motion carried.

E. Study Room Use Policy Revision - Minor wording changes. Kramer moved a motion to approve the revised policy. Seconded by Kelleher. Motion carried.

XI. Adjournment

Kelleher moved a motion to adjourn. Seconded by Griffith. The motion carried. The meeting was adjourned at 4:00 p.m.

FDPL Memorial Account
Ending August 31, 2024

	Beginning Balance	August Income	August Expense	YTD Expense	Remaining Balance	% Expended
Accounts						
Children's Programming	9,156.49	482.35	1,504.18	4,025.56	8,134.66	33%
Adult Programing	807.73	500.00	42.21	542.21	1,265.52	30%
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	4,338.32	105.00	1,144.22	1,995.53	3,299.10	38%
Donation Box	4,073.49	7.50	46.84	46.84	4,034.15	1%
Vend Print	10,591.43			-	10,591.43	0%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	2,157.22	213.42	136.30	515.84	2,234.34	19%
Interlibrary Loan	3,917.53		43.99	43.99	3,873.54	1%
Library Cards	434.55	18.00		-	452.55	0%
Administrative Programming	576.53			-	576.53	0%
Ann Smeltzer Charitable Trust	5,570.20		193.68	193.68	5,376.52	3%
Maxine Hillesland Trust	52,936.74		6,489.91	6,759.91	46,446.83	13%
Dolores Schermer Estate	8,917.42		332.70	332.70	8,584.72	4%
	110,192.63	**1,326.27**	**9,934.03**	**15,511.75**	**101,584.87**	**13%**
Scharfenberg Monies	704,363.05			-	704,363.05	0%

Fort Dodge Public Library
Gift Memorial - Checks for Approval

Check #	Date	Vendor	Vendor#	Amount	Line Item
4933	8/16/2024	WellsFargoVisa# 4739,2989,9842,3327 wifi equip, summer rdg, ch prg	070440	$ 3,153.46	$42.21 Adult Prg, $1,248.25 Ch Prg (Friends), $1,863.00 Hillesland
4934	8/20/2024	Amazon Capital Services book kit, chairs, programming	002348	$ 909.07	$255.93 Ch Prg (Friends), $79.92 gen gift, $332.70 Schermer, $193.68 Smeltzer,$46.84 donation
4935	8/26/2024	Dell Marketing 4 catalog computers, laptop	024580	$ 4,086.91	Hillesland
4936	8/26/2024	Bemrich Electric IT visit hours x 6	008230	$ 540.00	Hillesland
4937	8/26/2024	Blackstone Publishing audio gift books	001162	$ 59.95	general gifts
4938	8/26/2024	Center Point Large Print LP gift books	016050	$ 173.79	general gifts
4939	8/26/2024	Fort Atkinson Public Library lost ILL	130517	$ 10.00	ILL
4940	8/26/2024	Auburn Public Library lost ILL	130519	$ 9.99	ILL
4941	8/26/2024	Marchant Memorial Library lost ILLs	130516	$ 24.00	ILL
4942	8/26/2024	Carnegie-Stout Public Library lost ILL--paid	130518	$ 22.00	L&P
4943	8/26/2024	Ingram gifts/memorials, L&P	056900	$ 944.86	$830.56 general gifts $114.30 L&P

$ 9,934.03

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**									
37199265	copier lease	Edit		08/12/2024	09/25/2024	08/26/2024			308.82
			Vendor **747 - ACCESS SYSTEMS** Totals			Invoices	1		$308.82
Vendor **2348 - AMAZON CAPITAL SERVICES**									
1DQQ-9NR3-QYVT	drywall cart	Edit		08/12/2024	09/11/2024	08/26/2024			249.99
1PWL-7T4W-RKJW	patron bags	Edit		08/19/2024	09/18/2024	08/26/2024			81.00
			Vendor **2348 - AMAZON CAPITAL SERVICES** Totals			Invoices	2		$330.99
Vendor **16150 - CENTRAL IOWA DISTRIBUTING, INC**									
01011421	misc bldg supp	Edit		07/24/2024	08/27/2024	08/26/2024			274.00
			Vendor **16150 - CENTRAL IOWA DISTRIBUTING, INC** Totals			Invoices	1		$274.00
Vendor **24590 - DEMCO**									
7522260	book truck	Edit		08/20/2024	09/19/2024	08/26/2024			584.60
			Vendor **24590 - DEMCO** Totals			Invoices	1		$584.60
Vendor **1874 - ECHO GROUP, INC.**									
S010760829.001	replacement bulbs	Edit		08/12/2024	09/11/2024	08/26/2024			20.30
			Vendor **1874 - ECHO GROUP, INC.** Totals			Invoices	1		$20.30
Vendor **130520 - EO Johnson Business Technologies**									
INV1592784	annual microfilm service contract	Edit		08/15/2024	09/04/2024	08/26/2024			1,034.11
			Vendor **130520 - EO Johnson Business Technologies** Totals			Invoices	1		$1,034.11
Vendor **130515 - FORT DODGE FIBER**									
FDF080124	Fiber July & August	Edit		08/01/2024	09/14/2024	08/26/2024			110.00
			Vendor **130515 - FORT DODGE FIBER** Totals			Invoices	1		$110.00
Vendor **40455 - FRONTIER COMMUNICATIONS**									
80724	line charge	Edit		08/07/2024	09/03/2024	08/26/2024			74.12
			Vendor **40455 - FRONTIER COMMUNICATIONS** Totals			Invoices	1		$74.12
Vendor **52495 - IOWA COMMUNICATIONS NETWORK**									
702657 LIB	internet services--final library bill	Edit		08/08/2024	09/07/2024	08/26/2024			1,249.50
			Vendor **52495 - IOWA COMMUNICATIONS NETWORK** Totals			Invoices	1		$1,249.50
Vendor **72499 - MENARDS INC**									
16541	misc bldg supp	Edit		08/15/2024	09/14/2024	08/26/2024			69.20
			Vendor **72499 - MENARDS INC** Totals			Invoices	1		$69.20
Vendor **73975 - MIDAMERICAN ENERGY**									
556463706	electricity charges	Edit		08/12/2024	09/03/2024	08/26/2024			4,370.50
			Vendor **73975 - MIDAMERICAN ENERGY** Totals			Invoices	1		$4,370.50
Vendor **88000 - PITNEY BOWES, INC.**									
1025918980	quarterly postage meter charges	Edit		08/21/2024	09/20/2024	08/26/2024			77.40
			Vendor **88000 - PITNEY BOWES, INC.** Totals			Invoices	1		$77.40
Vendor **90670 - QUILL CORP.**									
40099847	book tape	Edit		08/16/2024	09/15/2024	08/26/2024			48.70
			Vendor **90670 - QUILL CORP.** Totals			Invoices	1		$48.70
Vendor **96432 - SECURITY EQUIPMENT, INC**									
871196	commercial monitoring	Edit		07/16/2024	08/27/2024	08/26/2024			134.16

City of Fort Dodge, IA

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
			Vendor **96432 - SECURITY EQUIPMENT, INC** Totals		Invoices	1			$134.16
Vendor **130076 - TODAY'S BUSINESS SOLUTIONS, INC.**									
072924-28	quarterly fax charges	Edit		07/30/2024	08/29/2024	08/26/2024			112.00
			Vendor **130076 - TODAY'S BUSINESS SOLUTIONS, INC.** Totals		Invoices	1			$112.00
Vendor **130427 - UNITYPOINT HEALTH AT WORK FORT DODGE**									
236919	new hire physical-Wolff	Edit		08/05/2024	09/04/2024	08/26/2024			338.00
			Vendor **130427 - UNITYPOINT HEALTH AT WORK FORT DODGE** Totals		Invoices	1			$338.00
Vendor **115620 - WOODMAN CONTROLS COMPANY**									
3635	tech support program billing	Edit		07/31/2024	08/30/2024	08/26/2024			1,200.00
			Vendor **115620 - WOODMAN CONTROLS COMPANY** Totals		Invoices	1			$1,200.00
Vendor **2253 - WOODRIVER ENERGY LLC**									
409059	#6323	Edit		08/13/2024	08/28/2024	08/26/2024			695.79
			Vendor **2253 - WOODRIVER ENERGY LLC** Totals		Invoices	1			$695.79
			Grand Totals		Invoices	19			$11,032.19

Director's Report – August 2024

Technology
- The switch from having our ILS (integrated library system) hosted on a server housed at Prairie Lakes AEA to a virtual server maintained by TLC was made on Sunday, August 19th. Things went well, and we only have a few links that need to be updated with some help from our website developer.
- I have been researching new self-checkout stations and so far, I'm really impressed with a product from Meescan. I did a live demo with one of their sales reps and was able to see how their product works and ask questions. I like that the unit is lightweight, compact, easy to use, fully compatible with TLC, and includes a customizable app that would also allow patrons to check out materials using their cell phones. I hope to view a demo of one of Library Automation Technologies' self-checkout stations sometime next week. My goal is to have a new one purchased and in place by November 1st.

Building
- Woodruff Construction plans to start on the concrete work they will be doing for us shortly after Labor Day.

Employees
- We hired part-time Library Assistant I TeKierra Shivers to replace Abbey Dobson, who left us at the end of July for a job with the federal government. She will share Abbey's cataloging duties with one of our other full-time Library Assistant IIs, Pascale Bruns. Both women will also work at the checkout desk on a regular basis.
- Since we hired TeKierra less than six months ago, HR agreed we could reach out to the other candidate we had interviewed for that part-time Library Assistant I position to see if she was still interested. I'm happy to report that Kayleigh Wolff was both excited and immediately available to fill the open position. Kayleigh started Monday, August 5th and is quickly learning everything she needs to know to be successful behind the circulation desk. Kayleigh is very personable and I think she will be a great addition to our team.

Miscellaneous
- The Webster County Historical Society has hired Meg Beshey to assist in their room part-time, four afternoons a week. This will allow them to be open to the public on a regular basis again.

Policies
- Copyright Policy: minor changes in phrasing/wording.
- Print, Copy, Scan, and Fax Services Policy: minor changes in phrasing/wording.
- Homebound Patrons Library Services Policy: minor changes in phrasing/wording.
- Meeting Room Use Policy: minor changes in phrasing/wording.

Accreditation/Five-Year Plan
I have started gathering the information we will need to apply for reaccreditation in 2025 and am slowly working on reviewing/updating library policies, job descriptions, and one

of the ADA checklists for existing facilities. Over the next 5-6 months I will be presenting these documents to the Board for your review/approval. This will ensure that everything we need to submit to the State Library in February is current and will meet required standards.

One of the documents we will need to revise/rewrite to meet accreditation standards is the Library's five-year plan. Our current plan expires at the end of December 2024. Because we were prevented from implementing some of our goals and objectives due to the COVID pandemic, our district consultant said the Board could choose to review our existing plan, make any minor changes needed (remove goals/objectives we've met), then vote to extend the revised plan by one year.

Maryann said a number of other libraries in Iowa have done this. It allowed them to take a step back, reassess services post-COVID, and then continue to work on those goals and objectives that couldn't be implemented because of the pandemic. I have given this a great deal of thought and would like to recommend that the Board seriously consider this option. We can discuss all of our options at the August Board meeting.

Fort Dodge Public Library – July 2024

Circulation
2024: 10,345
2023:   9,114

Gate Count
2024: 8,109
2023: 7,002

Internet Computers Use
Total Number of Logins: 601
Total Time Used: 19 days 10 hours 38 minutes
Average Time Used: 46 minutes

Public WiFi Use
Number of Unique Users: 18   Total Time Used: 16 hours
Total Session Count: 36   Avg. Session Time: 26 minutes

Library Programs - Adults
Number of Programs: 8   (Summer Reading Programs Ongoing)
Total Participation: 194

Library Programs - Teens
Number of Programs: 6   (Summer Reading Programs Ongoing)
Total Participation: 116

Library Programs - Children
Number of Programs: 15   (Summer Reading Programs Ongoing)
Total Participation: 2,265

Adventure Pass Use
Total Number of Passes Borrowed: 33
Blank Park Zoo: 12; Des Moines Botanical Gardens: 5; Des Moines Children's Museum: 1;
Reiman Gardens: 5; Science Center of Des Moines: 10

Hoopla Usage
New Patrons: 21   Circulations: 700
Unique Patrons: 156   Amount Spent: $1,554.88

ScanEZ Usage
Total Number of Jobs: 286
Total Number of Pages: 1,580
Scan to Copy: 939 pages ($81.20)
Scan to Fax: 241 pages ($58.50)
Scan to Email: 398 pages (no charge)
Scan to Phone: 1 (no charge)
Scan to Translation: 1 (no charge)
Total Payments: $139.70

Ending August 31, 2024

FDPL Foundation Fund

Accounts	YTD Budget	August Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
228 Advertising	5,313.22	300.00	360.00	5,253.22	4,953.22	7%
248 Adult Programming	11,152.67		749.65	10,403.02	10,403.02	7%
___Young Adult Programming	4,200.80	235.99	397.83	4,038.96	3,802.97	9%
260 Technology	60,425.20	766.51	7,035.55	54,156.16	53,389.65	12%
268 Audio/Visual Materials	15,225.71		-	15,225.71	15,225.71	0%
278 Staff Development	5,279.51	219.00	219.00	5,279.51	5,060.51	4%
301 Building Supplies	2,901.69	51.00	156.15	2,796.54	2,745.54	5%
321 Operating Supplies	2,223.87		230.52	1,993.35	1,993.35	10%
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	552.39	2,041.32	19,994.88	19,442.49	10%
Fawkes Monies	31,049.31	943.56	1,759.53	30,233.34	29,289.78	6%
	279,058.49	**3,068.45**	**12,949.55**	**269,177.39**	**266,108.94**	**5%**

FDPL-F Deardorf

Accounts	YTD Budget	August Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
510 Adult Materials	22,544.95	4,493.12	8,629.82	18,408.25	13,915.13	38%
520 Children's Materials	9,205.02	2,350.49	2,350.49	9,205.02	6,854.53	26%
540 Young Adult Materials	42.83		-	42.83	42.83	0%
568 Adult Audio/Visual Materials	39,674.89	608.74	1,354.98	38,928.65	38,319.91	3%
570 Childrens' 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	90.00	90.00	312.12	222.12	29%
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	3,624.68	9,489.66	5,864.98	38%
	92,158.04	**11,167.03**	**16,049.97**	**87,275.10**	**76,108.07**	**17%**

FDPL-F AXY Fdn Grant

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

GENERAL FUND

Revenues	Budget	MTD	YTD	% Received
	912,553	1,823	1,823	0.20%
GENERAL REVENUES				
(41005) PROPERTY TAX, PUBLIC LIBRARY	554,508	0	0	0.00%
(43915) WEBSTER CO- LIBRARY	142,000	0	0	0.00%
(44810) LIBRARY CHARGES, FEES	5,000	1,246	1,246	24.92%
(46010) INTEREST - LIBRARY	1,500	577	577	38.45%
(49110) LIBRARY EMPL BENEFITS REIMB	209,545		0	0.00%

Expenses	Budget	MTD	YTD	% Expended
	912,553	59,573	59,573	6.53%
PERSONNEL SERVICES	805,153	46,304	46,304	5.75%
(6100) ALL PERSONAL SERV	595,608	33,563	33,563	5.64%
(6129) FICA CONTRIB	36,929	2,019	2,019	5.47%
(6130) MEDICARE CONTRIBUTION	8,637	472	472	5.47%
(6131) CITY CONTRIB FOR IPERS	55,478	3,168	3,168	5.71%
(6137) GROUP INSURANCE	108,501	7,082	7,082	6.53%
CONTRACTUAL SUPPLIES & SVCS	94,900	12,343	12,343	13.01%
(6207) PROFESSIONAL FEES	1000	0	0	0.00%
(6249) POSTAGE	1,500	0	0	0.00%
(6251) FREIGHT	150	0	0	0.00%
(6259) MAINTENANCE CONTRACTS	23,000	7,007	7,007	30.47%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	319	319	3.19%
(6268) INTERNET SERVICES	3,000	0	0	0.00%
(6271) TELEPHONE SERVICE	800	74	74	9.27%
(6277) TRAVEL MEALS LODGING	450	0	0	0.00%
(6281) GAS/ELECTRICITY COMBINED	55,000	4,943	4,943	8.99%
COMMODITIES	12,500	926	926	7.41%
(6301) BUILDING SUPPLIES	7,500	111	111	1.48%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	815	815	16.30%

CAPITAL PROJECTS	Budget	MTD	YTD	% Expended/Received
BUILDING FUND				
Revenues				
(46024) BOND PROCEEDS	550,000	0	0	
Expenses				
(6431) BUILDING RENOVATION	586,693	-	0	0.00%
PUBLIC LIBRARY STATE GRANT	**Budget**	**MTD**	**YTD**	**% Expended/Received**
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000	0	0	0.00%
Expenses				
(6480) BOOKS, ADULT	3,000	0	0	0.00%
ENRICH IOWA FUNDS	**Budget**	**MTD**	**YTD**	**%Expended/Received**
Revenues				
(43379) ENRICH IOWA GRANT	7,000	0	0	0.00%
Expenses				
(6480) BOOKS, ADULT	7,000	0	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.
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.
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.
Activity 2: Staff will undertake a direct marketing campaign beginning in fall 2019 to promote a different database resource monthly.
Activity 3: Staff will utilize social media and the library's website to promote a different database resource monthly starting in fall 2019.
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.
Activity 1: In January 2019, staff will begin monitoring/reporting monthly on digital resource use.
Activity 2: Staff will make a concerted effort to promote its digital resources through conversation, reference interviews, interactions, etc. starting in fall 2019.

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.
Activity 2: Staff will make a concerted effort to promote its apps through conversation, reference interviews, interactions, etc. starting in fall 2019.
Activity 3: Starting in fall 2019, staff will undertake a direct marketing campaign to promote its apps.

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

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.

Objective 3: Starting in August 2019, library staff will create and maintain a master programming calendar.
Activity 1: Staff will update/add program ideas at weekly staff meetings beginning in August 2019.
Activity 2: Staff will communicate events/programs to area agencies' community calendars beginning in August 2019.

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

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

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.

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.

Objective 3: The library will increase participation in its Books on the Go program by 10% each year starting in spring 2022.
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.
Activity 2: Staff will recruit volunteers to select and deliver items to participants starting fall 2020.
Activity 3: Staff will promote this service through conversations, reference interviews, and interactions with the public starting spring 2019.

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.

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

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

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

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

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

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

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

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.

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.

Activity 4: In July 2020, the library will apply for the State Library's Library Utilization Grant.

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.

Objective 1: Starting in spring 2019, staff will review and update the library's website annually.
Activity 1: Beginning in spring 2019, staff will glean ideas from other libraries' websites.
Activity 2: The library will train additional staff to maintain/update its website starting in fall 2019.
Activity 3: The library will start gathering community input on its website's usability in fall 2019 and adapt it as needed.

Objective 2: Staff will investigate better ways to utilize social media starting in spring 2019.
Activity 1: Staff will glean ideas from other libraries' social media pages beginning in spring 2019.
Activity 2: The library will train additional staff to maintain/update its social media pages starting in fall 2019.
Activity 3: Beginning in summer 2019, the library will work with other city departments and patrons to enhance its social media presence.

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.
Activity 1: Staff will network with relevant committees within city departments starting in spring 2019.
Activity 2: Staff will network with Main Street/CVB and other relevant agencies beginning in spring 2019.

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

Fort Dodge Public Library
Copyright

Fort Dodge Public Library recognizes the rights of holders of copyright for materials and will not knowingly allow violation of the law either by staff members or by the public.

~~General~~ Policies
Under Copyright Law, illegal duplication or sharing of copyrighted materials is prohibited. Copyrighted materials may include, but are not limited to, all printed matter, audio recordings, video recordings, computer software, databases, and digital files that are owned or licensed by the Library, obtained through interlibrary loan, or downloaded from the Internet.

FDPL ~~The library~~ shall consider Fair Use Doctrine (Title 17 United States Code, Section 107) or Creative Commons factors when evaluating patron and staff use of materials for the purposes of copyright.

FDPL ~~The library~~ recognizes the rights of individuals ~~patron~~s to use materials and will inform ~~patrons~~ them about the limits which the law places on reproduction and performance of such works.

FDPL ~~The library~~ assumes no legal responsibility for enforcement of copyright.

FDPL ~~The library~~ assumes neither liability nor responsibility for an individual's ~~patrons'~~ actions.

Warnings may be posted on or near all public equipment capable of reproducing or distributing materials including photocopiers, printers, and computers.

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Adopted 11/28/2017
Reviewed 08/23/2021
Revised 08/26/2024

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Fort Dodge Public Library
Print, Copy, Scan, and Fax Services

Purpose

The Fort Dodge Public Library recognizes that access to printing, copying, scanning, and faxing services are a necessity of modern life. They are critical to obtaining and disseminating information, participating in work and educational opportunities, maintaining social relationships, and sharing in cultural and leisure activities. The library is committed to providing public access to these services.

General Policies

FDPL ~~The Fort Dodge Public Library~~ provides self-service printing, copying, scanning, and faxing for the public during its regular business hours.

The use of public printers and the ScanEZ station are subject to United States copyright law. Users are responsible for complying with copyright law and adhering to any/all licensing agreements, as well as all local, state, and federal laws, including, but not limited to, those concerning fraud, privacy and obscenity.

~~Any/all fees~~ Any charges for printing, copying, or faxing must be paid for at the time of service. Patrons may pay using cash or credit/debit card. Charges ~~Fees~~ for these services are listed in the Library's Standard Fees Addendum ~~to this policy~~.

Printing
The Library offers black & white and full color printing capabilities from its public Internet computers and WiFi connection, as well as from a user's own Internet enabled device(s). ~~Printing~~ Costs are per printed side and will apply even if the user's own paper is supplied.

Scanning
The Library offers scanning of books, photographs, and documents into a variety of formats. ~~The scanning station~~ It also allows for the translation of items to audio or text in a number of languages. Scanned items may be emailed or saved to a patron supplied USB drive, Google docs, or the Cloud for free. Scanned items may be printed or faxed for a fee.

Copying
The Library offers black & white and full color photocopying capabilities. ~~Copying~~ Costs are per printed side and will apply even if the user's own paper is supplied.

Faxing
~~The Library~~ FDPL offers outgoing fax service to places in the United States and Canada only. ~~International fax service is not available.~~ The Library is not responsible for the quality of the fax sent including missing pages, bad transmissions, failure to transmit, or incomplete information. The Library is not responsible for any damage, loss of data, or consequential damage arising from ~~a patron's~~ an individual's use of this service. The library makes no guarantees as to the privacy, quality, or reliability of ~~the fax~~ this service. ~~Patrons~~ Users are responsible for confirming the receipt of their fax by the other party.

Adopted 11/30/2020 / Revised 08/26/2024

Fort Dodge Public Library
Homebound Patrons and Library Service

Purpose

Fort Dodge Public Library strives to provide all patrons with fair and equal access to library materials. Through its ~~our~~ "Books on the Go" program, the Library offers services to homebound patrons residing within the city of Fort Dodge ~~who are unable to visit the Library~~.

General Policies

Homebound is defined as being generally confined to one's residence either temporarily due to illness, accident or surgery, or permanently due to disability, age, or other mobility issues.

A valid library account in good standing is required to participate in the Library's ~~our~~ "Books on the Go" program. If ~~they~~ a person does not already have a library card, ~~homebound patrons~~ they must register for one. Arrangements for registration will be made based upon their ~~patron's~~ situation. Permanently homebound patrons' cards will be kept on file at the Library.

Homebound library service is provided at no cost to the patron.

Homebound patrons are responsible for all library materials checked out to them and left in their possession. They will be charged for any materials that are lost or damaged.

Patrons requesting homebound services must provide a safe, appropriate environment for "Books on the Go" volunteers who make deliveries to their home. Volunteers may choose not to enter a home, leave a home immediately, or recommend suspension of homebound services if any of the following conditions exist:

- Any person in the home exhibits signs of illness or engages in any behavior that may endanger the health or safety of the ~~library~~ volunteer.
- ~~Any person in the home presents threatening, obscene, or abusive behavior, language, gestures or images toward the volunteer.~~
- Any person in the home harasses the ~~library~~ volunteer.
- Any person in the home is engaging in any illegal activity at the time of service.
- Any person in the home is dressed ~~in~~ inappropriately at the time of service ~~attire~~.
- Any pets in the home pose a threat to the ~~library~~ volunteer.
- ~~Any person is smoking inside the home at the time of delivery.~~
- The conditions of the home and/or property are unsafe or unsanitary.

Fort Dodge Public Library reserves the right to terminate this service to any individual who does not meet the terms and requirements as listed above.

Adopted 08/28/2017
Revised 09/27/2021
Revised 08/26/2024

Fort Dodge Public Library
Meeting Room Use

Purpose

The Fort Dodge Public Library ~~provides~~ offers meeting rooms for ~~library programs and events, and~~ civic, cultural, educational, and informational programs and events ~~meetings~~. These rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Provision of meeting rooms does not constitute an endorsement by ~~the library~~ FDPL of the content of the program or the views expressed by the presenters or participants attending a program. Topics, speakers, and resource materials are not excluded from Library meeting rooms because of possible controversy.

Scheduling and Use Priorities

1. Fort Dodge Public Library programs, activities, and meetings
2. Friends of the Fort Dodge Public Library programs, activities, and meetings
3. Fort Dodge Public Library Foundation meetings and activities
4. City of Fort Dodge meetings, programs, and activities
5. General public

~~The library~~ FDPL ~~also~~ reserves the right to reschedule or cancel confirmed meeting room reservations to accommodate library-sponsored programs and events or adjust the allocation of ~~the Library's~~ its meeting rooms when necessary ~~may be adjusted at staff discretion~~.

General Policies

The Library does not charge for use of its meeting rooms.

Meeting rooms are available for use during regular library hours on a first come, first-served basis.

~~There is no fee for use of library meeting rooms.~~

Reservation of a meeting room may be made up to six (6) months in advance. ~~Reservations must be made~~ by an adult 18 years of age or older. Contact information for an individual~~s~~ ~~and~~ or group~~s~~ reserving ~~the meeting~~ a room~~s~~ is required. Such information is considered public information.

Meeting rooms are primarily for use by nonprofit groups and organizations. Meetings or events must not be commercial in nature, including transacting business or soliciting customers or clients.

All meetings must be open to the public.

No group or individual may use the meeting rooms more than two days per month.

Rooms are not available for private parties or political campaign purposes (political forums and listening posts excepted).

Meetings that charge admission or attendance fees or that, in any way, promote sales, solicitation of later sales, order placement, or fundraising are prohibited except for events that benefit the Fort Dodge Public Library. Charges to recoup actual cost of food and materials are acceptable on a case-by-case basis as authorized in advance by a member of the library's management team.

Food and non-alcoholic beverages may be served in the library's meeting rooms.

Rooms may be rearranged, as needed, but are to be returned to the standard configuration posted in the room. Groups are responsible for clean-up. Items needed for clean-up are kept in each meeting room. If additional items are needed or supplies are missing they can be requested at the Check Out desk.

Groups will be charged for damage to the room or library equipment. Groups may be charged to cover the cost of resetting the room or extraordinary room clean up resulting from use.

The library's Behavior Expectations policy ~~on Conduct in the Library~~ applies to use of its meeting rooms and to attendees. Meeting room users and attendees must also follow all applicable City ordinances and codes as well as state and federal laws.

The library reserves the right to refuse use of its meeting rooms to individuals or groups that do not adhere to library policies and procedures or that are disruptive to normal library operations or that fail to follow any applicable local, state or federal laws.

Meetings for children and teens must have adult supervision (no less than a 1-10 ratio).

Small children of attendees may not be left unattended during meetings. (See Unattended Child/Safe Child Policy)

The Fort Dodge Public Library Board of Trustees and the City of Fort Dodge are not responsible for accidents, injury or loss of individual property incurred by groups or individuals while using the meeting rooms.

Adopted 01/24/2001
Revised 10/27/2003
Revised 09/26/2011
Revised 11/28/2017
Revised 12/26/2017
Reviewed 09/27/2021
Revised 08/26/2024