

**Fort Dodge Public Library  
Board of Trustees  
Meeting Agenda  
Monday, December 22, 2025  
Board Conference 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
  - a. New Building Webinar Discussion - Rita
- VII. Committee Reports
- VIII. Director's Report
- IX. Old Business
  - a. Renovation/Remodel Discussion
  - b. Annual Review - Director
- X. New Business
  - a. Internet Use Policy - Revision
- XI. Adjournment

Next Meeting: Monday, January 26, 2026 3:30 p.m.

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

## ***Meeting Minutes***

November 24, 2025

### **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 3:31 p.m. on November 24, 2025 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Sheryl Griffith, Merrily Dixon, Jim Kramer and Brittney Hindman.

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

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

### **III. Approval of Minutes**

A motion to approve the October meeting minutes with corrections was made by Griffith and seconded by Kramer. Motion carried.

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

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

- a) Griffith moved payments in the amount of \$227.46 to be approved in the Gift and Memorial Accounts Hindman seconded. Motion carried.
- b) Hindman moved payments in the amount of \$5,446.58 be approved in the City Funds Accounts Griffith seconded. Motion carried.

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

Boardroom Series: The Top Five Webinar Discussion. Merrily stated there were lots of resources mentioned but not a lot of information.

### **VII. Committee Reports**

Friends meeting had pizza and discussed buying tables for book sale, book sale monies and revenues.

Foundation nothing new to report. Investments doing well but uncertainty because of court cases.

### **VIII. Director's Report**

#### **Programming/Services**

- Anastasia attended the Performers Showcase in Ames on November 6<sup>th</sup>. She saw several excellent performers and will begin booking Adventures for next summer soon.
- The Children's Department will offer family crafts on the first three Saturdays in December.
- Registration for winter story times opens December 15<sup>th</sup>. Story times will be held Tuesdays (11:00-11:30) and Wednesdays (4:00-4:30) from January 6<sup>th</sup> through March 18<sup>th</sup>.
- Anastasia is also planning to host at least one family game night this winter, along with several escape rooms for families.

#### Adult Services

- Pascale will lead an adult craft program on Saturday, November 22<sup>nd</sup>, where participants can create their own chunky yarn pumpkins.
- On Monday, December 8<sup>th</sup> (5:30-7:30), Brad Wilkening will present on the Holocaust, discussing its ongoing relevance and how lessons from that history can guide us toward building a more compassionate world.

#### Budget

- Included in this month's board packet is our initial budget proposal for FY27. Key points include:
  - No change in revenues from Webster County (based on minimal increases from FY25 to FY26)
  - + \$31,256.00 for personnel (step/COLA increases)
  - + \$3,000.00 for Maintenance Contracts
  - + \$800.00 for Internet Services (reflects amount needed if E-Rate program is discontinued)
  - + \$100.00 for Telephone Service
  - - \$5,500.00 for Building & House Supplies (funds moved to Public Areas budget for group purchasing)
  - + \$1,000.00 for Operating Supplies
  - - \$5,000.00 in Scharfenburger Interest Income (anticipate reduced earnings following transfer of \$550,000.00 for renovation/remodel)
  - Library Capital Expenses (6431) includes potential use of \$550,000.00 (GO bonds) for renovation/remodel
  - Scharfenburger Operating Expenses (6292) reflects potential use of \$550,000.00 transferred in FY26 for renovation/remodel
  - Property tax revenue will be budgeted later by the City Clerk's Office

#### Personnel

- The packet includes an updated and revised job description for the shelver position, reviewed by HR and aligned with the citywide format.
- Rita's description is the only remaining one that needs to be updated to the new format.
- Many of the staff have opted to work on Black Friday. We will use this time to decorate for Christmas, shelf read, organize the supply closet (as time allows), and clean out outdated documents from filing cabinets and offices.

#### State Library

- Maryann Mori will visit on Monday, November 17<sup>th</sup> to conduct a space use analysis of the building. I am very interested to see her recommendations for improving how we use our spaces and serve our patrons.
- The State Library is working with WhoFi to create a platform for submitting our accreditation materials. The website is expected to be ready no later than December 8<sup>th</sup>, with February 28<sup>th</sup> remaining the submission deadline.

#### Miscellaneous

- Rita will meet with Scott Davis and Todd McCubbin on Friday morning, January 8<sup>th</sup> to provide a tour and overview of the Library and our place within the city structure.

### **IX. Old Business**

- a) Renovation/Remodel Discussion-Maryann's recommendations were discussed. Next step would be to hire an architect.
- b) Strategic Plan Discussion-was reviewed and Griffith made the motion to approve. Hindman seconded. Motion carried.

**X. New Business**

- a) Revised job description for the position of Shelver was presented. Griffith made the motion to approve and Hindman seconded. Motion carried.
  
- b) Preliminary FY27 Budget Review. Hindman made the motion to approve and Griffith seconded. Motion carried.

**XI. Adjournment**

Griffith moved a motion to adjourn. Seconded by Hindman. The motion carried. The meeting was adjourned at 4:16 p.m.

**FDPL Memorial Account  
Ending December 31, 2025**

<b>Accounts</b>	<b>Beginning Balance</b>	<b>December Income</b>	<b>December Expense</b>	<b>YTD Expense</b>	<b>Remaining Balance</b>	<b>% Expended</b>
Kid's Programs-Friends	6,819.87		737.00	2,937.59	6,082.87	33%
Adult Programs-Friends	91.36			230.56	91.36	72%
Teen Programs-Friends	1,520.10			68.59	1,520.10	4%
Subscriptions	2,350.34			828.00	2,350.34	26%
Donations	9,527.46	1,175.00	347.71	347.71	10,354.75	3%
Vend Print	9,910.43			2,359.25	9,910.43	19%
Lost & Paid/Processing Fees	3,873.39	96.19	14.76	164.06	3,954.82	4%
Misc Monies	7,228.59		200.00	271.95	7,028.59	4% foundation reimburse
Ann Smeltzer Charitable Trust	6,072.51	6,000.00		-	12,072.51	0%
Maxine Hillesland Trust	68,066.91		540.00	11,786.27	67,526.91	15%
Donations	13.44			250.00	13.44	95%
	<b>115,474.40</b>	<b>7,271.19</b>	<b>1,839.47</b>	<b>19,243.98</b>	<b>120,906.12</b>	<b>14%</b>
<b>Scharfenberg Monies</b>	<b>174,502.47</b>			<b>-</b>	<b>174,502.47</b>	<b>0%</b>

**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>
5033	12/8/2025	Brad Wilkening		\$ 200.00	Speaker-to be reimbursed by Foundation
5034	12/22/2025	Bemrich Electric printer drivers	008230	\$ 540.00	Hillesland
5035	12/22/2025	Ingram gifts/memorials	056900	\$ 362.47	Reorder L & P, Memorials
5036	12/22/2025	Dariette	001327	\$ 537.00	Friends children's programming
5037	12/22/2025	Luke Harbur		\$ 200.00	Deposit- Friends children's programming
				\$ 1,839.47	

# Accounts Payable Invoice Report

G/L Date Range 12/01/25 - 12/31/25  
 Report By Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Vendor 747 - ACCESS SYSTEMS</b>									
40698786	agreement 003-3194041-000 12/25	Edit		12/10/2025	12/10/2025	12/10/2025			304.06
40787814	usage for color prints 11/25/24 to 11/24/25	Edit		12/10/2025	12/10/2025	12/10/2025			760.61
<b>Vendor 747 - ACCESS SYSTEMS Totals</b>						Invoices	2		<u>\$1,064.67</u>
<b>Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC</b>									
3102668	sanitary wax, cleaner	Edit		12/10/2025	12/10/2025	12/10/2025			271.00
311636	facial tissue	Edit		12/10/2025	12/10/2025	12/10/2025			42.00
<b>Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals</b>						Invoices	2		<u>\$313.00</u>
<b>Vendor 24590 - DEMCO</b>									
7735267	labels	Edit		12/10/2025	12/10/2025	12/10/2025			185.93
<b>Vendor 24590 - DEMCO Totals</b>						Invoices	1		<u>\$185.93</u>
<b>Vendor 130515 - FORT DODGE FIBER</b>									
8486 12012025	internet service	Edit		12/10/2025	12/10/2025	12/10/2025			55.00
<b>Vendor 130515 - FORT DODGE FIBER Totals</b>						Invoices	1		<u>\$55.00</u>
<b>Vendor 40455 - FRONTIER COMMUNICATIONS</b>									
5155734346 1225	telephone	Edit		12/10/2025	12/10/2025	12/10/2025			86.95
<b>Vendor 40455 - FRONTIER COMMUNICATIONS Totals</b>						Invoices	1		<u>\$86.95</u>
<b>Vendor 72499 - MENARDS INC</b>									
41387	ice melt	Edit		12/10/2025	12/10/2025	12/10/2025			250.00
41949	toilet cleaner	Edit		12/10/2025	12/10/2025	12/10/2025			13.98
<b>Vendor 72499 - MENARDS INC Totals</b>						Invoices	2		<u>\$263.98</u>
<b>Vendor 73975 - MIDAMERICAN ENERGY</b>									
574836627	electricity	Edit		12/10/2025	12/10/2025	12/10/2025			1,566.54
<b>Vendor 73975 - MIDAMERICAN ENERGY Totals</b>						Invoices	1		<u>\$1,566.54</u>
<b>Vendor 88000 - PITNEY BOWES, INC.</b>									
1028434148	service agreement 6/11/25 to 12/10/25	Edit		12/10/2025	12/10/2025	12/10/2025			11.93
1028505006	postage meter	Edit		12/10/2025	12/10/2025	12/10/2025			77.40
<b>Vendor 88000 - PITNEY BOWES, INC. Totals</b>						Invoices	2		<u>\$89.33</u>
<b>Vendor 90670 - QUILL CORP.</b>									
46703562	book tape	Edit		12/10/2025	12/10/2025	12/10/2025			57.60
<b>Vendor 90670 - QUILL CORP. Totals</b>						Invoices	1		<u>\$57.60</u>
<b>Vendor 115620 - WOODMAN CONTROLS COMPANY</b>									
5819	tech program	Edit		12/10/2025	12/10/2025	12/10/2025			1,200.00
<b>Vendor 115620 - WOODMAN CONTROLS COMPANY Totals</b>						Invoices	1		<u>\$1,200.00</u>
<b>Vendor 2253 - WOODRIVER ENERGY LLC</b>									
480514	gas service 11/10/25 to 12/11/25	Edit		12/10/2025	12/10/2025	12/10/2025			1,209.11
<b>Vendor 2253 - WOODRIVER ENERGY LLC Totals</b>						Invoices	1		<u>\$1,209.11</u>
<b>Grand Totals</b>						Invoices	15		<u>\$6,092.11</u>

## Director's Report – December 2025

### Programming & Services

#### Children's Services

- Despite uncooperative weather, participation in our Saturday Holiday Extravaganza drop-in programs has been good.
- Escape Room programs for kids ages 7-13 will be held on Monday, December 29<sup>th</sup> and Tuesday, December 30<sup>th</sup>. Registration is now open online.
- Anastasia will offer drop-in craft days and STEM activities in January and February; dates and times are to be determined.

#### Adult Services

- Attendance was strong for Brad Wilkening's presentation on the Holocaust, despite poor weather conditions.
- A special drop-in adult craft program will be held on Thursday, December 18<sup>th</sup>.
- Pascale is planning additional drop-in adult craft programs for January and February; specific dates are to be determined.

### Budget

- A meeting with David and Jeff is scheduled for Monday, January 5<sup>th</sup> to review our budget request.

### State Library

- Maryann Mori is now serving as the State Library's NW District consultant. Her previous position will remain vacant for the time being. Libraries in Webster County have been assigned to her for consulting services.
- Work on the accreditation report is nearly complete. Only document submission and responses to two questions remain, with completion anticipated by December 31<sup>st</sup>.

### Policies

- It's time to update our Internet Use policy, as it's been three years since the last review. No major changes are proposed; revisions focus on clarifying language and consolidating sections.

### Miscellaneous

- The Library received a \$1,000 donation from an attorney who regularly uses our study rooms to meet with clients.
- Our new server has shipped and should arrive soon.

### Continuing Education Opportunity

ILOC (Iowa Libraries Online Conference)

Thursday, January 29, 2026

9:00 a.m. – 7:00 p.m.

This year's theme, Worth Celebrating!, highlights the many ways libraries and library staff enrich their communities. Breakout sessions will explore topics such as participating in community-wide celebrations, recognizing library anniversaries and milestones, creatively showcasing library resources and spaces, and celebrating the contributions of staff, boards, and volunteers. Sessions will also focus on fostering community partnerships.

For more information and registration, visit:

<https://statelibraryofiowa.gov/support-training/continuing-education/special-events/iloc>

**Ending December 31, 2025**

**FDPL Foundation Fund**

	<b>YTD Budget</b>	<b>December Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
Publicity/Promotion	4,873.98		373.89	4,500.09	4,500.09	8%
Adult Programs	8,711.34	432.54	1,343.07	7,800.81	7,368.27	15%
Teen Programs	4,414.86		480.31	3,934.55	3,934.55	11%
Digital Resources	79,314.76	3,500.00	26,932.18	55,882.58	52,382.58	34%
Non-Print Materials	15,225.71		-	15,225.71	15,225.71	0%
Staff Development	4,342.06		1,373.05	2,969.01	2,969.01	32%
Supplies	6,768.80	190.95	1,030.19	5,929.56	5,738.61	15%
Adult Materials	90,470.85	103.08	2,841.07	87,732.86	87,629.78	3%
Kids Materials	42,035.57	58.59	4,156.40	37,937.76	37,879.17	10%
Teen Materials	16,489.53	39.39	2,371.81	14,157.11	14,117.72	14%
Fawkes Monies	33,794.74	259.78	2,219.88	31,834.64	31,574.86	7%
	<b>306,442.20</b>	<b>4,584.33</b>	<b>43,121.85</b>	<b>267,904.68</b>	<b>263,320.35</b>	<b>14%</b>

**FDPL-F Deardorf**

	<b>YTD Budget</b>	<b>December Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
Adult Materials	15,001.10	2,245.90	14,931.28	2,315.72	69.82	100%
Kids Materials	259.22		5.14	254.08	254.08	2%
Teen Materials	6.77		-	6.77	6.77	0%
Non-Print Materials	46,088.95	778.93	30,055.66	17,712.01	16,933.08	63%
Kids Misc	1,540.07		-	979.07	979.07	36%
Adult Misc	979.07		-	979.07	979.07	0%
Public Art	5,864.98		-	5,864.98	5,864.98	0%
	<b>69,740.16</b>	<b>3,024.83</b>	<b>44,992.08</b>	<b>28,111.70</b>	<b>25,086.87</b>	<b>64%</b>

**FDPL-F AXY Fdn Grant**

	<b>YTD Budget</b>	<b>December Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
670 AXY Grant	3,195.44		-	3,195.44	3,195.44	0%
	<b>3,195.44</b>	<b>-</b>	<b>-</b>	<b>3,195.44</b>	<b>3,195.44</b>	<b>0%</b>

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund <b>002 - Library General</b>									
<b>REVENUE</b>									
Department <b>31 - LIBRARY</b>									
Division <b>4110 - LIBRARY SERVICES</b>									
41005	PROPERTY TAX	517,975.00	.00	517,975.00	38,024.43	.00	561,858.99	(43,883.99)	108
43915	WEBSTER CO- LIBRARY	150,000.00	.00	150,000.00	.00	.00	150,655.80	(655.80)	100
44810	LIBRARY CHARGES FEES	5,000.00	.00	5,000.00	412.91	.00	7,479.16	(2,479.16)	150
45020	LIBRARY FINES FORFEITURES	.00	.00	.00	268.62	.00	268.62	(268.62)	+++
46010	INTEREST	1,500.00	.00	1,500.00	937.94	.00	10,425.80	(8,925.80)	695
47148	MISC REVENUE	.00	.00	.00	.00	.00	534.03	(534.03)	+++
49110	EMPLOYEE BENEFITS REIMBURSEMENT	207,956.00	.00	207,956.00	15,199.84	.00	212,183.88	(4,227.88)	102
Division <b>4110 - LIBRARY SERVICES Totals</b>		<b>\$882,431.00</b>	<b>\$0.00</b>	<b>\$882,431.00</b>	<b>\$54,843.74</b>	<b>\$0.00</b>	<b>\$943,406.28</b>	<b>(\$60,975.28)</b>	<b>107%</b>
Department <b>31 - LIBRARY Totals</b>		<b>\$882,431.00</b>	<b>\$0.00</b>	<b>\$882,431.00</b>	<b>\$54,843.74</b>	<b>\$0.00</b>	<b>\$943,406.28</b>	<b>(\$60,975.28)</b>	<b>107%</b>
<b>REVENUE TOTALS</b>		<b>\$882,431.00</b>	<b>\$0.00</b>	<b>\$882,431.00</b>	<b>\$54,843.74</b>	<b>\$0.00</b>	<b>\$943,406.28</b>	<b>(\$60,975.28)</b>	<b>107%</b>
<b>EXPENSE</b>									
Department <b>31 - LIBRARY</b>									
Division <b>4110 - LIBRARY SERVICES</b>									
6100	ALL PERSONNEL SERVICES	575,875.00	.00	575,875.00	44,273.75	.00	604,459.62	(28,584.62)	105
6129	CITY CONTRIB FOR FICA	35,705.00	.00	35,705.00	2,669.69	.00	36,494.37	(789.37)	102
6130	CITY CONTRIB FOR MEDICARE	8,352.00	.00	8,352.00	624.34	.00	8,534.96	(182.96)	102
6131	CITY CONTRIB FOR IPERS	54,014.00	.00	54,014.00	4,179.39	.00	56,828.78	(2,814.78)	105
6137	GROUP INSURANCE	109,885.00	.00	109,885.00	7,726.42	.00	110,325.77	(440.77)	100
6207	PROFESSIONAL FEES	1,000.00	.00	1,000.00	.00	.00	852.80	147.20	85
6249	POSTAGE	1,500.00	.00	1,500.00	.00	.00	500.00	1,000.00	33
6251	FREIGHT	.00	.00	.00	.00	.00	74.09	(74.09)	+++
6259	MAINTENANCE CONTRACTS	21,000.00	.00	21,000.00	408.77	.00	23,034.18	(2,034.18)	110
6264	EQUIPMENT-REPAIR/MAINTENANCE	7,500.00	.00	7,500.00	2,208.49	.00	19,809.60	(12,309.60)	264
6268	INTERNET SERVICES	700.00	.00	700.00	55.00	.00	715.00	(15.00)	102
6271	TELEPHONE SERVICE	900.00	.00	900.00	86.95	.00	1,076.01	(176.01)	120
6281	GAS/ELECTRICITY COMBINED	55,000.00	.00	55,000.00	2,593.68	.00	48,648.32	6,351.68	88
6301	BUILDING & HOUSE SUPPLIES	7,000.00	.00	7,000.00	93.69	.00	5,017.89	1,982.11	72
6321	OPERATING SUPPLIES	4,000.00	.00	4,000.00	.00	.00	3,840.06	159.94	96
Division <b>4110 - LIBRARY SERVICES Totals</b>		<b>\$882,431.00</b>	<b>\$0.00</b>	<b>\$882,431.00</b>	<b>\$64,920.17</b>	<b>\$0.00</b>	<b>\$920,211.45</b>	<b>(\$37,780.45)</b>	<b>104%</b>
Department <b>31 - LIBRARY Totals</b>		<b>\$882,431.00</b>	<b>\$0.00</b>	<b>\$882,431.00</b>	<b>\$64,920.17</b>	<b>\$0.00</b>	<b>\$920,211.45</b>	<b>(\$37,780.45)</b>	<b>104%</b>
<b>EXPENSE TOTALS</b>		<b>\$882,431.00</b>	<b>\$0.00</b>	<b>\$882,431.00</b>	<b>\$64,920.17</b>	<b>\$0.00</b>	<b>\$920,211.45</b>	<b>(\$37,780.45)</b>	<b>104%</b>
Fund <b>002 - Library General Totals</b>									
<b>REVENUE TOTALS</b>		<b>882,431.00</b>	<b>.00</b>	<b>882,431.00</b>	<b>54,843.74</b>	<b>.00</b>	<b>943,406.28</b>	<b>(60,975.28)</b>	<b>107%</b>
<b>EXPENSE TOTALS</b>		<b>882,431.00</b>	<b>.00</b>	<b>882,431.00</b>	<b>64,920.17</b>	<b>.00</b>	<b>920,211.45</b>	<b>(37,780.45)</b>	<b>104%</b>
Fund <b>002 - Library General Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$10,076.43)</b>	<b>\$0.00</b>	<b>\$23,194.83</b>	<b>(\$23,194.83)</b>	

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
<b>Fund 003 - Scarfenburger</b>									
<b>REVENUE</b>									
Department <b>31 - LIBRARY</b>									
Division <b>4119 - SCHARFENBURGER</b>									
46010	INTEREST	6,000.00	.00	6,000.00	506.12	.00	19,606.79	(13,606.79)	327
	Division <b>4119 - SCHARFENBURGER</b> Totals	\$6,000.00	\$0.00	\$6,000.00	\$506.12	\$0.00	\$19,606.79	(\$13,606.79)	327%
	Department <b>31 - LIBRARY</b> Totals	\$6,000.00	\$0.00	\$6,000.00	\$506.12	\$0.00	\$19,606.79	(\$13,606.79)	327%
	<b>REVENUE TOTALS</b>	\$6,000.00	\$0.00	\$6,000.00	\$506.12	\$0.00	\$19,606.79	(\$13,606.79)	327%
<b>EXPENSE</b>									
Department <b>31 - LIBRARY</b>									
Division <b>4119 - SCHARFENBURGER</b>									
6657	TRANSFER TO CAPITAL TYPE FUNDS	550,000.00	.00	550,000.00	.00	.00	550,000.00	.00	100
	Division <b>4119 - SCHARFENBURGER</b> Totals	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$550,000.00	\$0.00	100%
	Department <b>31 - LIBRARY</b> Totals	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$550,000.00	\$0.00	100%
	<b>EXPENSE TOTALS</b>	\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$550,000.00	\$0.00	100%
	Fund <b>003 - Scarfenburger</b> Totals								
	<b>REVENUE TOTALS</b>	6,000.00	.00	6,000.00	506.12	.00	19,606.79	(13,606.79)	327%
	<b>EXPENSE TOTALS</b>	550,000.00	.00	550,000.00	.00	.00	550,000.00	.00	100%
	Fund <b>003 - Scarfenburger</b> Totals	(\$544,000.00)	\$0.00	(\$544,000.00)	\$506.12	\$0.00	(\$530,393.21)	(\$13,606.79)	
<b>Fund 167 - Library Memorial Fund</b>									
<b>REVENUE</b>									
Department <b>31 - LIBRARY</b>									
Division <b>4116 - LIBRARY MEMORIAL</b>									
47180	CONTRIBUTIONS	40,000.00	.00	40,000.00	1,945.16	.00	58,081.18	(18,081.18)	145
	Division <b>4116 - LIBRARY MEMORIAL</b> Totals	\$40,000.00	\$0.00	\$40,000.00	\$1,945.16	\$0.00	\$58,081.18	(\$18,081.18)	145%
	Department <b>31 - LIBRARY</b> Totals	\$40,000.00	\$0.00	\$40,000.00	\$1,945.16	\$0.00	\$58,081.18	(\$18,081.18)	145%
	<b>REVENUE TOTALS</b>	\$40,000.00	\$0.00	\$40,000.00	\$1,945.16	\$0.00	\$58,081.18	(\$18,081.18)	145%
<b>EXPENSE</b>									
Department <b>31 - LIBRARY</b>									
Division <b>4116 - LIBRARY MEMORIAL</b>									
6419	OTHER CAPITAL EQUIPMENT	40,000.00	.00	40,000.00	227.46	.00	51,863.63	(11,863.63)	130
	Division <b>4116 - LIBRARY MEMORIAL</b> Totals	\$40,000.00	\$0.00	\$40,000.00	\$227.46	\$0.00	\$51,863.63	(\$11,863.63)	130%
	Department <b>31 - LIBRARY</b> Totals	\$40,000.00	\$0.00	\$40,000.00	\$227.46	\$0.00	\$51,863.63	(\$11,863.63)	130%
	<b>EXPENSE TOTALS</b>	\$40,000.00	\$0.00	\$40,000.00	\$227.46	\$0.00	\$51,863.63	(\$11,863.63)	130%
	Fund <b>167 - Library Memorial Fund</b> Totals								
	<b>REVENUE TOTALS</b>	40,000.00	.00	40,000.00	1,945.16	.00	58,081.18	(18,081.18)	145%
	<b>EXPENSE TOTALS</b>	40,000.00	.00	40,000.00	227.46	.00	51,863.63	(11,863.63)	130%
	Fund <b>167 - Library Memorial Fund</b> Totals	\$0.00	\$0.00	\$0.00	\$1,717.70	\$0.00	\$6,217.55	(\$6,217.55)	

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
<b>Fund 301 - Library Enrich Iowa</b>									
<b>REVENUE</b>									
Department <b>31 - LIBRARY</b>									
Division <b>4114 - ENRICH IOWA FUNDS</b>									
43379	ENRICH IOWA GRANT	7,000.00	.00	7,000.00	.00	.00	7,599.17	(599.17)	109
	Division <b>4114 - ENRICH IOWA FUNDS Totals</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,599.17</b>	<b>(\$599.17)</b>	<b>109%</b>
	Department <b>31 - LIBRARY Totals</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,599.17</b>	<b>(\$599.17)</b>	<b>109%</b>
	<b>REVENUE TOTALS</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,599.17</b>	<b>(\$599.17)</b>	<b>109%</b>
<b>EXPENSE</b>									
Department <b>31 - LIBRARY</b>									
Division <b>4114 - ENRICH IOWA FUNDS</b>									
6480	BOOKS ADULT	7,000.00	600.00	7,600.00	.00	.00	7,580.09	19.91	100
	Division <b>4114 - ENRICH IOWA FUNDS Totals</b>	<b>\$7,000.00</b>	<b>\$600.00</b>	<b>\$7,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,580.09</b>	<b>\$19.91</b>	<b>100%</b>
	Department <b>31 - LIBRARY Totals</b>	<b>\$7,000.00</b>	<b>\$600.00</b>	<b>\$7,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,580.09</b>	<b>\$19.91</b>	<b>100%</b>
	<b>EXPENSE TOTALS</b>	<b>\$7,000.00</b>	<b>\$600.00</b>	<b>\$7,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,580.09</b>	<b>\$19.91</b>	<b>100%</b>
Fund <b>301 - Library Enrich Iowa Totals</b>									
	<b>REVENUE TOTALS</b>	<b>7,000.00</b>	<b>.00</b>	<b>7,000.00</b>	<b>.00</b>	<b>.00</b>	<b>7,599.17</b>	<b>(599.17)</b>	<b>109%</b>
	<b>EXPENSE TOTALS</b>	<b>7,000.00</b>	<b>600.00</b>	<b>7,600.00</b>	<b>.00</b>	<b>.00</b>	<b>7,580.09</b>	<b>19.91</b>	<b>100%</b>
Fund <b>301 - Library Enrich Iowa Totals</b>		<b>\$0.00</b>	<b>(\$600.00)</b>	<b>(\$600.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$19.08</b>	<b>(\$619.08)</b>	
<b>Fund 302 - Library Capital</b>									
<b>REVENUE</b>									
Department <b>31 - LIBRARY</b>									
Division <b>4110 - LIBRARY SERVICES</b>									
46024	BOND PROCEEDS	.00	.00	.00	.00	.00	550,000.00	(550,000.00)	+++
49001	TRANSFER FROM GENERAL TYPE FUNDS	550,000.00	.00	550,000.00	.00	.00	550,000.00	.00	100
	Division <b>4110 - LIBRARY SERVICES Totals</b>	<b>\$550,000.00</b>	<b>\$0.00</b>	<b>\$550,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,100,000.00</b>	<b>(\$550,000.00)</b>	<b>200%</b>
	Department <b>31 - LIBRARY Totals</b>	<b>\$550,000.00</b>	<b>\$0.00</b>	<b>\$550,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,100,000.00</b>	<b>(\$550,000.00)</b>	<b>200%</b>
	<b>REVENUE TOTALS</b>	<b>\$550,000.00</b>	<b>\$0.00</b>	<b>\$550,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,100,000.00</b>	<b>(\$550,000.00)</b>	<b>200%</b>
<b>EXPENSE</b>									
Department <b>31 - LIBRARY</b>									
Division <b>4110 - LIBRARY SERVICES</b>									
6431	BUILDING RENOVATION	586,693.00	.00	586,693.00	.00	.00	7,577.61	579,115.39	1
	Division <b>4110 - LIBRARY SERVICES Totals</b>	<b>\$586,693.00</b>	<b>\$0.00</b>	<b>\$586,693.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,577.61</b>	<b>\$579,115.39</b>	<b>1%</b>
	Department <b>31 - LIBRARY Totals</b>	<b>\$586,693.00</b>	<b>\$0.00</b>	<b>\$586,693.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,577.61</b>	<b>\$579,115.39</b>	<b>1%</b>
	<b>EXPENSE TOTALS</b>	<b>\$586,693.00</b>	<b>\$0.00</b>	<b>\$586,693.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,577.61</b>	<b>\$579,115.39</b>	<b>1%</b>
Fund <b>302 - Library Capital Totals</b>									
	<b>REVENUE TOTALS</b>	<b>550,000.00</b>	<b>.00</b>	<b>550,000.00</b>	<b>.00</b>	<b>.00</b>	<b>1,100,000.00</b>	<b>(550,000.00)</b>	<b>200%</b>
	<b>EXPENSE TOTALS</b>	<b>586,693.00</b>	<b>.00</b>	<b>586,693.00</b>	<b>.00</b>	<b>.00</b>	<b>7,577.61</b>	<b>579,115.39</b>	<b>1%</b>
Fund <b>302 - Library Capital Totals</b>		<b>(\$36,693.00)</b>	<b>\$0.00</b>	<b>(\$36,693.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,092,422.39</b>	<b>(\$1,129,115.39)</b>	

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 303 - Library State Grant									
	<b>REVENUE</b>								
	Department 31 - LIBRARY								
	Division 4112 - PUBLIC LIBRARY STATE GRANT								
43377	STATE GRANT PUBLIC LIBRARY	3,000.00	.00	3,000.00	.00	.00	3,361.40	(361.40)	112
	Division 4112 - PUBLIC LIBRARY STATE GRANT Totals	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,361.40	(\$361.40)	112%
	Department 31 - LIBRARY Totals	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,361.40	(\$361.40)	112%
	<b>REVENUE TOTALS</b>	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,361.40	(\$361.40)	112%
	<b>EXPENSE</b>								
	Department 31 - LIBRARY								
	Division 4112 - PUBLIC LIBRARY STATE GRANT								
6480	BOOKS ADULT	3,000.00	500.00	3,500.00	.00	.00	3,241.87	258.13	93
	Division 4112 - PUBLIC LIBRARY STATE GRANT Totals	\$3,000.00	\$500.00	\$3,500.00	\$0.00	\$0.00	\$3,241.87	\$258.13	93%
	Department 31 - LIBRARY Totals	\$3,000.00	\$500.00	\$3,500.00	\$0.00	\$0.00	\$3,241.87	\$258.13	93%
	<b>EXPENSE TOTALS</b>	\$3,000.00	\$500.00	\$3,500.00	\$0.00	\$0.00	\$3,241.87	\$258.13	93%
	Fund 303 - Library State Grant Totals								
	<b>REVENUE TOTALS</b>	3,000.00	.00	3,000.00	.00	.00	3,361.40	(361.40)	112%
	<b>EXPENSE TOTALS</b>	3,000.00	500.00	3,500.00	.00	.00	3,241.87	258.13	93%
	Fund 303 - Library State Grant Totals	\$0.00	(\$500.00)	(\$500.00)	\$0.00	\$0.00	\$119.53	(\$619.53)	
	Grand Totals								
	<b>REVENUE TOTALS</b>	1,488,431.00	.00	1,488,431.00	57,295.02	.00	2,132,054.82	(643,623.82)	143%
	<b>EXPENSE TOTALS</b>	2,069,124.00	1,100.00	2,070,224.00	65,147.63	.00	1,540,474.65	529,749.35	74%
	Grand Totals	(\$580,693.00)	(\$1,100.00)	(\$581,793.00)	(\$7,852.61)	\$0.00	\$591,580.17	(\$1,173,373.17)	

## Fort Dodge Public Library – November 2025

### **Circulation**

2025: 5,912  
2024: 5,508

### **Gate Count**

2025: 4,435  
2024: 5,175

### **Internet Computers Use**

Total Number of Logins: 376  
Total Time Used: 11 days 19 hours 46 minutes  
Average Time Used: 45 minutes

### **Public WiFi Use**

Number of Unique Users: 3  
Total Session Count: 5  
Total Time Used: 2 hours  
Avg. Session Time: 21 minutes

### **Library Programs – Adults**

Number of Programs: 4  
Total Participation: 65  
LSC Programs: 3  
LSC Views: 1,030

### **Library Programs – Teens**

Number of Programs: 0

### **Library Programs – Children**

Number of Programs: 7  
Total Participation: 140

### **Adventure Pass Use**

Total Number of Passes Borrowed: 8  
Blank Park Zoo: 4; Blue Zoo: 1; Des Moines Botanical Gardens: 1; Des Moines Children's Museum: 1; Reiman Gardens: 0; Science Center of Iowa: 1

### **Hoopla Use**

New Patrons: 12  
Unique Patrons: 229  
Avg. Circs/Patron: 4.1  
Checkouts: 939  
Avg. Circ Price: \$2.48  
Amount Spent: \$2,323.93

### **Overdrive/Bridges Use**

New Users: 19  
Unique Users: 341  
Checkouts: 1,629

### **ScanEZ Usage**

Total Number of Jobs: 217  
Total Number of Pages: 1,327  
Scan to Copy: 877 pages (\$107.70)  
Scan to Fax: 118 pages (\$24.50)  
Scan to Email: 284 pages  
Scan to USB: 48 pages  
Scan to Phone: 0 pages  
Scan to Translation: 0 pages  
Total Payments: \$132.20

# Fort Dodge Public Library

## Internet Access ~~and Use~~

### Purpose

Fort Dodge Public Library recognizes that Internet access is ~~a necessity of modern life~~ an essential component of modern life. It ~~is critical to~~ supports accessing to information, participation in work and educational opportunities, ~~maintaining social relationships~~ communication with others, and ~~sharing engagement~~ in cultural and leisure activities. The Library is committed to ~~offering~~ providing fast, reliable Internet service ~~to its~~ for all patrons.

~~Libraries are~~ As a traditional forum for the free and open exchange of information, the Library provides ~~Providing~~ access to a wide range of online resources. Access to information available on the Internet does not constitute endorsement of ~~the its~~ content by the Library. Fort Dodge Public Library expressly disclaims any liability or responsibility arising from ~~access to or use of information obtained through the Internet~~ the use of, or reliance upon, information obtained through the Internet.

### General Policies

Public Internet access is ~~provided at public access~~ available on Library computers and through wireless ~~and wired network~~ connections throughout the building. ~~Internet~~ All users are expected to comply with ~~Fort Dodge Public Library's~~ FDPL's Computer Use policy ~~as well as~~ and all other applicable Library policies and procedures.

~~While the Fort Dodge Public Library values free and equal access to information, it does use filtering software in its attempt to balance its commitment to patrons' diverse interests and individual rights with the need to provide a welcoming and comfortable environment for all ages. The library's filtering software blocks sites that depict pornography. However, no filtering software is totally accurate, nor is it a substitute for parental judgement and oversight.~~

To support a welcoming and comfortable environment for all ages, FDPL uses filtering software on both wired and wireless Internet access. Filtering software is designed to block websites that depict pornography. However, no filtering program is fully accurate, and filtering is not a substitute for parental judgment or supervision.

~~Filtering software is deployed for wired and wireless Internet access.~~

~~The filter on the library's public access computers can be turned off by staff. The filter will be disabled only if the blocked site is appropriate for viewing in a public space.~~

Filters on public access computers may be disabled by Library staff when a blocked site is appropriate for viewing in a public setting.

Library staff ~~members~~ may ~~request~~ ask that individuals to stop ~~cease to~~ viewing or listening to ~~works content that threaten the safe and comfortable~~ disrupts the library environment, interferes with Library operations, or threatens the safety or comfort of others. ~~or that interfere with the conduct of library business.~~

~~As with other library materials, individuals must accept responsibility for evaluating the content of resources they view, read, or listen to.~~

Patrons are responsible for evaluating the accuracy, validity, and appropriateness of the information or content they access online.

~~Monitoring or restricting a child's access to the Internet is the responsibility of the parent or legal guardian. The library is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.~~

Parents or legal guardians are solely responsible for monitoring and guiding their children's Internet use. FDPL does not assume responsibility for enforcing any restrictions a parent or guardian may place on a minor's access to online resources.

~~Patrons handling financial transactions or other activities that require confidentiality do so at their own risk. The Internet is not a private environment and security of electronic communication cannot be guaranteed.~~

The Internet is not a secure or private environment. FDPL cannot guarantee the confidentiality of data transmitted or received. Patrons conducting financial or other confidential transactions do so at their own risk.

~~Individuals are expected to respect the sensibilities of others when accessing images that may reasonably be offensive to someone else. Privacy while using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others.~~

Because of the public nature of the Library environment, privacy cannot be guaranteed, and others may inadvertently view content displayed on screens. Users are expected to be considerate of others when accessing material that may reasonably be considered offensive.

~~Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as all local, state, and federal laws, including, but not limited to, those concerning fraud, privacy and obscenity. Use of the library's Internet connection in an illegal, disruptive, or destructive manner may result in suspension or loss of Internet or library privileges.~~

Users must comply with all applicable federal, state, and local laws, including but not limited to laws governing copyright, licensing agreements, fraud, privacy, and obscenity. Illegal, disruptive, or destructive use of FDPL's Internet services may result in suspension or loss of Internet or Library privileges.

Security for personal wireless devices rests solely with the owner. The Library is not responsible for **any** damage ~~incurred to an individual's~~ personal devices, ~~or laptop or for any~~ loss of data, or **any** liability ~~that may occur arising from use of the library's~~ **its** Internet services.

Library staff ~~members~~ may ~~provide~~ offer **basic** guidance for accessing Library ~~materials and services with privately-owned~~ resources on personal devices, but they ~~do not~~ cannot provide technical support or troubleshooting.

Adopted 01/24/2001  
Revised 10/25/2004  
Revised 10/24/2011  
Revised 01/26/2015  
Revised 10/23/2017  
Revised 07/27/2021  
Revised 02/27/2023  
Revised 12/22/2025