

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Monday, February 23, 2026
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. Update on Proposed Legislation
- VII. Committee Reports
 - a. FDPL Foundation
- VIII. Director's Report
- IX. Old Business
 - a. Renovation/Remodel Discussion
- X. New Business
 - a. Borrowing Library Materials Policy – Revision
- XI. Adjournment

Next Meeting: Monday, March 23, 2026 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

January 26, 2026

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 January 26, 2026 at the Fort Dodge Public Library.

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

II. Approval of Agenda

A motion to approve the agenda was made by Kramer and seconded by Kelleher with a note to move Old Business to the end. Motion carried.

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- a) Kramer moved payments in the amount of \$12,262.70 to be approved in the Gift and Memorial Accounts Griffith seconded. Motion carried.
- b) Kelleher moved payments in the amount of \$4,984.88 be approved in the City Funds Accounts Hindman seconded. Motion carried.

VI. Communications/Board Education

Nothing at this time.

VII. Committee Reports

Friends met 1/26/26. There are three open positions on the board. They sent 171 letters to individuals and 44 to businesses for membership renewals. They have already met 55% of their budgeted revenue goals for the fiscal year. Will re-deposit \$50,00 with Foundation. They have set the book sale dates for the first week of May. Will hold four Brown Bag Briefings in April and October.

VIII. Director's Report

Programming/Services

Children's Services

- Storytimes began January 6–7 and will run through mid-March. Attendance has been strong despite winter weather.
- Anastasia is finalizing plans for her grant-funded literacy program. It will run for seven weeks beginning in April.
- The December Escape Room programs for children ages 10–13 were very well received.
- All Tuesday Adventure programs for this summer have been booked. The series will both open and close with "Bubbles on the Square", and several new performers have been added to the lineup this summer.

Adult Services

- A special drop-in adult craft program is scheduled for Thursday, January 22. Pascale is also planning an additional program for February or March.
- Pascale has been actively booking educational speakers for 2026, with programs currently scheduled for April, May, and October.

General Services

- In response to frequent patron questions about the location of our “new” DVDs, staff created a separate shelf for them. New DVDs are now labeled with an orange sticker and shelved together in the DVD area for approximately six months.
- To ensure adequate staffing for Tuesday Adventure programs, the library will again be closed on Tuesday evenings during June and July.

Budget

- The library’s budget presentation to City Council is scheduled for Monday, January 26. A copy of the slides is included in this month’s packet.
- Due to a projected reduction of \$50,000–\$100,000 in city tax revenues for FY27, General Fund departments were asked to identify potential budget reductions. Rita proposed the following adjustments if needed (**total potential savings \$9,700**):
 - Reduce line 6259 Maintenance Contracts by \$3,000 (Foundation to fund ScanEZ workstation agreement and microfilm reader/printer maintenance)
 - Reduce line 6268 Internet Services by \$700 (full cost must be budgeted prior to applying the E-rate discount)
 - Reduce line 6281 Gas/Electricity Combined by \$5,000 (based on a two-year average of approximately \$50,000, while still planning for potential rate increases)
 - Reduce line 6321 Operating Supplies by \$1,000.

Remodel/Renovation

- Rita will be working with Assistant City Manager Ryan Maehl on the upcoming renovation/remodel. Given his leadership role in the City Hall remodel, his experience will be valuable as we move forward. We are currently compiling a list of architects with library-specific experience in preparation for issuing an RFP. Ryan’s assistance will be especially helpful when items are presented to City Council.

Personnel

- The City has launched a Leadership Development Series for department heads and supervisors. Anastasia, Pascale, and Rita will participate in various sessions over the coming year, along with assigned leadership readings and discussion groups.
- Fort Dodge native Joey Coleman, Chief Experience Composer at Design Symphony, will present a customer service workshop at ICCC on Friday, February 27. Rita plans to send our staff so the library will be closed to the public until 1:30 p.m. that day.

State Library

- The library’s accreditation report was submitted to the State Library on January 5th.

Miscellaneous

- Jo Berkland approached Rita about using our large meeting room for a free weekly Tai Chi class for seniors offered through Elderbridge, beginning in February and running through May. Although our current meeting room policy limits reservations to twice per month, Rita approved the request due to the program’s community benefit and our facility’s accessibility. This request has prompted director to consider revising the meeting room policy to better accommodate similar recurring community programs in the future.

IX. Old Business

- a) It was moved by Kramer and seconded by Kelleher to go into a closed session to discuss Director Rita Schmidt's annual review with her. Motion carried. Close session began at 3:56 p.m.
- b) It was moved by Kramer and seconded by Griffith to approve the Library Director's annual review. Motion carried.
- c) Closed session ended at 4:07.

X. New Business

- a) Library Director job description-revision matches city format, codes/grades and pay scale. HR director has reviewed. Moved by Kelleher and seconded by Griffith to approve. Motion carried.
- b) Financial responsibilities policy-revision was just for the addition of job title changes. Moved by Griffith and seconded by Hindman to approve. Motion carried.
- c) Personnel Policy-revision for the removal of reference to collective bargaining. Moved by Kramer and seconded by Griffith to approve. Motion carried.

XI. Adjournment

Kramer moved a motion to adjourn. Seconded by Hindman. The motion carried. The meeting was adjourned at 4:08 p.m.

Accounts Payable Invoice Report

G/L Date Range 02/01/26 - 02/28/26

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									
41146358	agreement 003-3194041-000 02/26	Edit		02/11/2026	02/11/2026	02/11/2026			304.06
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		<u>\$304.06</u>
Vendor 2348 - AMAZON CAPITAL SERVICES									
1CN6-T3VV-WGRH	supplies	Edit		02/11/2026	02/11/2026	02/11/2026			780.68
			Vendor 2348 - AMAZON CAPITAL SERVICES Totals			Invoices	1		<u>\$780.68</u>
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC									
3124930	bath tissue, gloves, vac bags	Edit		02/11/2026	02/11/2026	02/11/2026			159.00
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	1		<u>\$159.00</u>
Vendor 130515 - FORT DODGE FIBER									
8486 02012026	internet service	Edit		02/11/2026	02/11/2026	02/11/2026			55.00
			Vendor 130515 - FORT DODGE FIBER Totals			Invoices	1		<u>\$55.00</u>
Vendor 40455 - FRONTIER COMMUNICATIONS									
5155734346 0226	phone bill	Edit		02/11/2026	02/11/2026	02/11/2026			106.90
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		<u>\$106.90</u>
Vendor 73975 - MIDAMERICAN ENERGY									
577153443	Utilities	Edit		02/13/2026	03/09/2026	02/11/2026			314.33
			Vendor 73975 - MIDAMERICAN ENERGY Totals			Invoices	1		<u>\$314.33</u>
Vendor 88000 - PITNEY BOWES, INC.									
1028986190	postage machine	Edit		02/18/2026	03/20/2026	02/11/2026			77.40
			Vendor 88000 - PITNEY BOWES, INC. Totals			Invoices	1		<u>\$77.40</u>
Vendor 2253 - WOODRIVER ENERGY LLC									
489891	Utilities	Edit		02/18/2026	03/05/2026	02/11/2026			1,710.84
			Vendor 2253 - WOODRIVER ENERGY LLC Totals			Invoices	1		<u>\$1,710.84</u>
			Grand Totals			Invoices	8		<u><u>\$3,508.21</u></u>

Accounts Payable Invoice Report

G/L Date Range 02/01/26 - 02/28/26
 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 2348 - AMAZON CAPITAL SERVICES									
1CN6-T3VV-WGRH 2	bags-Friends to reimburse	Edit		02/11/2026	02/11/2026	02/11/2026			89.50
				Vendor 2348 - AMAZON CAPITAL SERVICES Totals		Invoices	1		<u>\$89.50</u>
Vendor 8230 - BEMRICH ELECTRIC AND TELEPHONE									
59759	TBS server, set static IP and windows updates	Edit		02/11/2026	02/11/2026	02/11/2026			270.00
				Vendor 8230 - BEMRICH ELECTRIC AND TELEPHONE Totals		Invoices	1		<u>\$270.00</u>
Vendor 24580 - DELL MARKETING L.P.									
10862626003	CMA Kits	Edit		02/18/2026	03/20/2026	02/11/2026			89.56
				Vendor 24580 - DELL MARKETING L.P. Totals		Invoices	1		<u>\$89.56</u>
Vendor 130735 - DES MOINES PUBLIC LIBRARY									
322	lost ILL book 3988470	Edit		02/11/2026	02/11/2026	02/11/2026			24.95
				Vendor 130735 - DES MOINES PUBLIC LIBRARY Totals		Invoices	1		<u>\$24.95</u>
Vendor 56900 - INGRAM BOOK CO.									
93903688	memorial books-Kelvin Brown	Edit		02/11/2026	02/11/2026	02/11/2026			39.06
				Vendor 56900 - INGRAM BOOK CO. Totals		Invoices	1		<u>\$39.06</u>
Vendor 70440 - WELLS FARGO CARD SERVICES									
2989 02/26	programming-to be reimbursed by Foundation	Edit		02/11/2026	02/11/2026	02/11/2026			815.38
				Vendor 70440 - WELLS FARGO CARD SERVICES Totals		Invoices	1		<u>\$815.38</u>
				Grand Totals		Invoices	6		<u><u>\$1,328.45</u></u>

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 002 - Library General									
REVENUE									
Department 31 - LIBRARY									
Division 4110 - LIBRARY SERVICES									
41005	PROPERTY TAX	.00	.00	.00	3,147.30	.00	3,147.30	(3,147.30)	+++
43915	WEBSTER CO- LIBRARY	.00	.00	.00	25,146.28	.00	25,146.28	(25,146.28)	+++
44810	LIBRARY CHARGES FEES	.00	.00	.00	434.32	.00	434.32	(434.32)	+++
46010	INTEREST	.00	.00	.00	863.97	.00	863.97	(863.97)	+++
Division 4110 - LIBRARY SERVICES Totals		\$0.00	\$0.00	\$0.00	\$29,591.87	\$0.00	\$29,591.87	(\$29,591.87)	+++
Department 31 - LIBRARY Totals		\$0.00	\$0.00	\$0.00	\$29,591.87	\$0.00	\$29,591.87	(\$29,591.87)	+++
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$29,591.87	\$0.00	\$29,591.87	(\$29,591.87)	+++
EXPENSE									
Department 31 - LIBRARY									
Division 4110 - LIBRARY SERVICES									
6100	ALL PERSONNEL SERVICES	.00	.00	.00	44,218.82	.00	44,218.82	(44,218.82)	+++
6129	CITY CONTRIB FOR FICA	.00	.00	.00	2,665.66	.00	2,665.66	(2,665.66)	+++
6130	CITY CONTRIB FOR MEDICARE	.00	.00	.00	623.40	.00	623.40	(623.40)	+++
6131	CITY CONTRIB FOR IPERS	.00	.00	.00	4,174.21	.00	4,174.21	(4,174.21)	+++
6137	GROUP INSURANCE	.00	.00	.00	7,726.42	.00	7,726.42	(7,726.42)	+++
6259	MAINTENANCE CONTRACTS	.00	.00	.00	1,139.47	.00	1,139.47	(1,139.47)	+++
6268	INTERNET SERVICES	.00	.00	.00	55.00	.00	55.00	(55.00)	+++
6271	TELEPHONE SERVICE	.00	.00	.00	86.90	.00	86.90	(86.90)	+++
6281	GAS/ELECTRICITY COMBINED	.00	.00	.00	3,298.67	.00	3,298.67	(3,298.67)	+++
6301	BUILDING & HOUSE SUPPLIES	.00	.00	.00	244.63	.00	244.63	(244.63)	+++
6321	OPERATING SUPPLIES	.00	.00	.00	160.21	.00	160.21	(160.21)	+++
Division 4110 - LIBRARY SERVICES Totals		\$0.00	\$0.00	\$0.00	\$64,393.39	\$0.00	\$64,393.39	(\$64,393.39)	+++
Department 31 - LIBRARY Totals		\$0.00	\$0.00	\$0.00	\$64,393.39	\$0.00	\$64,393.39	(\$64,393.39)	+++
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$64,393.39	\$0.00	\$64,393.39	(\$64,393.39)	+++
Fund 002 - Library General Totals									
REVENUE TOTALS		.00	.00	.00	29,591.87	.00	29,591.87	(29,591.87)	+++
EXPENSE TOTALS		.00	.00	.00	64,393.39	.00	64,393.39	(64,393.39)	+++
Fund 002 - Library General Totals		\$0.00	\$0.00	\$0.00	(\$34,801.52)	\$0.00	(\$34,801.52)	\$34,801.52	
Fund 003 - Scarfenburger									
REVENUE									
Department 31 - LIBRARY									
Division 4119 - SCHARFENBURGER									
46010	INTEREST	.00	.00	.00	539.33	.00	539.33	(539.33)	+++
Division 4119 - SCHARFENBURGER Totals		\$0.00	\$0.00	\$0.00	\$539.33	\$0.00	\$539.33	(\$539.33)	+++
Department 31 - LIBRARY Totals		\$0.00	\$0.00	\$0.00	\$539.33	\$0.00	\$539.33	(\$539.33)	+++
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$539.33	\$0.00	\$539.33	(\$539.33)	+++

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
	Fund 003 - Scarfenburger Totals								
	REVENUE TOTALS	.00	.00	.00	539.33	.00	539.33	(539.33)	+++
	EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++
	Fund 003 - Scarfenburger Totals	\$0.00	\$0.00	\$0.00	\$539.33	\$0.00	\$539.33	(\$539.33)	
Fund 167 - Library Memorial Fund									
	REVENUE								
	Department 31 - LIBRARY								
	Division 4116 - LIBRARY MEMORIAL								
47180	CONTRIBUTIONS	.00	.00	.00	1,214.37	.00	1,214.37	(1,214.37)	+++
	Division 4116 - LIBRARY MEMORIAL Totals	\$0.00	\$0.00	\$0.00	\$1,214.37	\$0.00	\$1,214.37	(\$1,214.37)	+++
	Department 31 - LIBRARY Totals	\$0.00	\$0.00	\$0.00	\$1,214.37	\$0.00	\$1,214.37	(\$1,214.37)	+++
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$1,214.37	\$0.00	\$1,214.37	(\$1,214.37)	+++
	EXPENSE								
	Department 31 - LIBRARY								
	Division 4116 - LIBRARY MEMORIAL								
6419	OTHER CAPITAL EQUIPMENT	.00	.00	.00	12,262.70	.00	12,262.70	(12,262.70)	+++
	Division 4116 - LIBRARY MEMORIAL Totals	\$0.00	\$0.00	\$0.00	\$12,262.70	\$0.00	\$12,262.70	(\$12,262.70)	+++
	Department 31 - LIBRARY Totals	\$0.00	\$0.00	\$0.00	\$12,262.70	\$0.00	\$12,262.70	(\$12,262.70)	+++
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$12,262.70	\$0.00	\$12,262.70	(\$12,262.70)	+++
	Fund 167 - Library Memorial Fund Totals								
	REVENUE TOTALS	.00	.00	.00	1,214.37	.00	1,214.37	(1,214.37)	+++
	EXPENSE TOTALS	.00	.00	.00	12,262.70	.00	12,262.70	(12,262.70)	+++
	Fund 167 - Library Memorial Fund Totals	\$0.00	\$0.00	\$0.00	(\$11,048.33)	\$0.00	(\$11,048.33)	\$11,048.33	
	Grand Totals								
	REVENUE TOTALS	.00	.00	.00	31,345.57	.00	31,345.57	(31,345.57)	+++
	EXPENSE TOTALS	.00	.00	.00	76,656.09	.00	76,656.09	(76,656.09)	+++
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$45,310.52)	\$0.00	(\$45,310.52)	\$45,310.52	

Ending February 28, 2026

FDPL Foundation Fund

Accounts	YTD Budget	February Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Publicity/Promotion	4,873.98		1,475.35	3,398.63	3,398.63	30%
Adult Programs	8,711.34	98.96	1,567.94	7,242.36	7,143.40	18%
Teen Programs	4,414.86		480.31	3,934.55	3,934.55	11%
Digital Resources	79,314.76	3,657.60	30,589.78	52,382.58	48,724.98	39%
Non-Print Materials	15,225.71		-	15,225.71	15,225.71	0%
Staff Development	4,342.06		2,473.05	1,869.01	1,869.01	57%
Supplies	6,768.80	53.17	1,163.68	5,658.29	5,605.12	17%
Adult Materials	90,470.85	1,313.78	7,086.64	84,697.99	83,384.21	8%
Kids Materials	42,035.57	506.48	5,214.76	37,327.29	36,820.81	12%
Teen Materials	16,489.53	27.63	2,598.17	13,918.99	13,891.36	16%
Fawkes Monies	33,794.74	13.71	2,286.03	31,522.42	31,508.71	7%
	306,442.20	5,671.33	54,935.71	257,177.82	251,506.49	18%

FDPL-F Deardorf

Accounts	YTD Budget	February Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Adult Materials	15,001.10		14,931.28	69.82	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	31.99	30,461.02	16,559.71	16,527.72	64%
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%
	69,740.16	31.99	45,397.44	24,713.50	24,681.51	65%

FDPL-F AXY Fdn Grant

Accounts	YTD Budget	February Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
670 AXY Grant	3,195.44		-	3,195.44	3,195.44	0%
	3,195.44	-	-	3,195.44	3,195.44	0%

**FDPL Memorial Account
Ending February 28, 2026**

Accounts	Beginning Balance	February Income	February Expense	YTD Expense	Remaining Balance	% Expended
Kids Programs-Friends	6,082.87			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%
General Donations & Gifts	9,162.67	184.00	39.06	2,503.85	9,307.61	21%
Vend Print	9,910.43		815.38	3,174.63	9,095.05	26%
Lost & Paid/Processing Fees	3,967.34	77.89	24.95	260.36	4,020.28	6%
Misc Monies	7,234.09	84.13	89.50	361.45	7,228.72	5%
Ann Smeltzer Charitable Trust	12,072.51			-	12,072.51	0%
Maxine Hillesland Trust	57,452.64		359.56	22,220.10	57,093.08	28%
Dolores Schermer Estate	13.44			250.00	13.44	95%
Carnegie Donation	-	10,000.00		-	10,000.00	0%
	109,857.79	10,346.02	1,328.45	32,835.13	118,875.36	23%
Scharfenberg Monies	174,502.47			-	174,502.47	0%

Director's Report – February 2026

Programming & Services

Children's Services

- Anastasia visited the 3rd and 4th grade classes at Duncombe Elementary during the week of February 16th, where she introduced students to library services, highlighted new and popular titles, and encouraged reading.
- Childcare Discovery Center is scheduled to visit the Library over spring break.
- St. Edmond Preschool classes have been scheduled for Library visits in April.
- Approximately 20 students from Iowa Central Community College toured the Children's Department. As part of the visit, Anastasia prepared curated booklists on several high-interest topics, which were very well received by the group.
- Anastasia will return to Duncombe Elementary in May to present information about the Summer Reading Program at an all-school assembly, helping promote participation and awareness ahead of the summer season.

Adult Services

- The Adult Winter Reading Program will conclude on February 28th. Participation has been strong, with positive engagement from patrons.
- Planning for the Adult Summer Reading Program is underway, and Pascale has begun planning presenters and programs for the summer.
- I will be speaking at the Daybreak Rotary meeting on Tuesday, March 3rd, providing an update on library services, programs, and initiatives.

General Services

- The required paperwork for our E-Rate discount has been successfully filed.
- Our FY27 subscription to Bridges has been renewed in the amount of \$7,512.59.

Budget

- I have no new updates regarding our FY27 budget request at this time but anticipate additional information following the City Council meeting on Monday, February 23rd.

Remodel/Renovation

- Brittney and I met to discuss next steps for forming the renovation/remodel committee. We also began identifying potential individuals, organizations, and community partners who may offer valuable expertise or perspective related to our renovation goals.

Policies

- Included in this month's board packet is a revised version of the *Borrowing Library Materials* policy. Revisions include the removal of references to music CDs, the addition of an Adventure Passes section, and general refinements for clarity and consistency.

Building

- The new heat pump has been replaced.
- The boiler has passed inspection.

Personnel

- Performance reviews for Pascale and Anastasia have been completed.
- Heidi's six-month probationary period concluded in early February. Her performance review will be completed within the next few weeks.

State Library

- A new self-paced training course covering Iowa Code Chapters 21 and 22 is now available through Workday Learning. This training is recommended for new board members or anyone interested in a refresher on open meetings and public records requirements.

Fort Dodge Public Library – January 2026

Circulation

2026: 6,526
2025: 6,323

Gate Count

2026: 4,409
2025: 4,636

Internet Computers Use

Total Number of Logins: 376
Total Time Used: 11 days 19 hours 0 minutes
Average Time Used: 45 minutes

Public WiFi Use

Number of Unique Users: 5
Total Session Count: 5
Total Time Used: 5.5 hours
Avg. Session Time: 1 hour 5 minutes

Library Programs – Adults

Number of Programs: 6
Total Participation: 228
LSC Programs: 3
LSC Views: 1,607

Library Programs – Teens

Number of Programs: 0

Library Programs – Children

Number of Programs: 13
Total Participation: 551

Adventure Pass Use

Total Number of Passes Borrowed: 12
Blank Park Zoo: 0; Blue Zoo: 4; Des Moines Botanical Gardens: 0; Des Moines Children's Museum: 0; Reiman Gardens: 1; Science Center of Iowa: 7

Hoopla Use

New Patrons: 18
Unique Patrons: 234
Avg. Circs/Patron: 4.3
Checkouts: 1,007
Avg. Circ Price: \$2.52
Amount Spent: \$2,538.33

Overdrive/Bridges Use

New Users: 25
Unique Users: 387
Checkouts: 1,971

ScanEZ Usage

Total Number of Jobs: 225
Total Number of Pages: 1,615
Scan to Copy: 892 pages (\$94.90)
Scan to Fax: 197 pages (\$46.50)
Scan to Email: 514 pages
Scan to USB: 12 pages
Scan to Phone: 0 pages
Scan to Translation: 0 pages
Total Payments: \$141.40

Fort Dodge Public Library

Borrowing Library Materials

Purpose

Fort Dodge Public Library strives to provide all patrons with fair and equal access to library materials, resources, and services.

Library Materials and Resources – General Policies

All patrons may ~~have~~ access and use ~~to~~ library materials while in the building.

A valid library account is required to ~~make~~ use of ~~some~~ certain library services. To check out or renew library materials, ~~library~~ cardholders must have a borrower account in good standing. ~~Check-out-of-materials~~ Borrowing privileges may be limited for ~~accounts cardholders~~ on Temporary or Special Temporary Status (see *Library Cards and Cardholder Responsibilities* ~~for more information~~).

~~The library~~ FDPL interprets possession of a library card, or use of a card number provided by telephone or email, ~~(or card number in a phone call or email request)~~ as authorization ~~consent~~ to use the account ~~it~~ unless the card ~~it~~ has been reported lost or stolen, or there is reason to believe authorization ~~consent~~ was not ~~granted~~ given.

Physical Items

Most items including ~~(books, magazines, and audiobooks, and music CDs)~~ are checked out circulate for three (3) weeks and may be renewed twice for additional three (3) week periods, ~~provided if they are~~ the item is not on hold for another patron.

Reference materials may be checked out for three (3) weeks with ~~the~~ permission ~~of~~ from a member of the library's management team.

~~The library~~ FDPL normally does not limit the number of ~~these items~~ books, magazines, or audiobooks a cardholder may have checked out ~~on their library card~~.

~~Most items~~ (Books, magazines, and audiobooks, ~~and music CDs~~) ~~can~~ may be renewed in person, by telephone, or online through ~~access to~~ the cardholder's account.

Cardholders may place holds on books and audiobooks, ~~and music CDs~~ in person, by telephone, or online through the Library's website. Borrowers will be notified by telephone or email when ~~an~~ the item is available ~~for them~~.

Magazines and DVDs cannot be placed on hold.

DVDs ~~are checked out~~ circulate for one (1) week and are not renewable ~~may not be renewed~~. Cardholders must be present to check out DVDs. A maximum of three (3) DVDs may be checked out at one time. DVDs that have been returned may not be immediately re-borrowed by the same cardholder and must remain available to other patrons for at least 24 hours. ~~The library limits cardholders to three (3) DVDs checked~~

~~out on their card at a time. Cardholders cannot immediately check out DVDs they have just returned as they must be available to other patrons for at least 24 hours before a borrower can check them out again.~~

Newspapers are available for in-library use only. ~~can only be used in the library.~~

Most physical materials may be returned ~~in one of~~ using the drop boxes located on the north side of the building or inside the Library. Exceptions may include reference materials ~~items that do not fit in a drop box~~ and oversized or fragile items.

Library Equipment

LCD projectors ~~are rented out~~ circulate on a daily rental basis. ~~and~~ Rental fees must be paid in full ~~when the item is checked~~ at the time of checkout (see *Fees Addendum*).

~~Cardholders must be 18 years of age or older, a resident of Webster County, and present to rent an LCD projector. Cardholders must present their library card and a photo ID in order to rent an LCD projector. Only one LCD projector per household may be checked out at a time.~~

To rent an LCD projector, cardholders must:

- Be 18 years of age or older
- Be a resident of Webster County
- Present a valid library card and photo identification
- Complete the checkout process in person

Only one (1) LCD projector per household may be checked out at a time.

~~Cardholders may reserve/place a hold on an~~ LCD projectors may be reserved in person or by telephone ~~only~~.

Failure to return ~~an LCD projector~~ equipment ~~will~~ may result in recovery actions by the Library ~~taking action to recover it~~.

LCD projectors must be returned in person to the circulation desk. ~~and~~ Patrons must remain present ~~wait~~ while ~~a~~ staff verify that all components have been returned and the item is properly processed. ~~member processes the return and confirms all pieces are accounted for.~~

Iowa Adventure Passes

FDPL cardholders must meet the following eligibility requirements to reserve an Iowa Adventure Pass:

- Be 18 years of age or older
- Be a resident of Fort Dodge, Otho, Barnum, or rural Webster County
- Have a library card in good standing (unexpired with no overdue or lost items)

Adult cardholders may:

- Reserve passes for up to two (2) destinations per day
- Reserve passes up to sixty (60) days in advance

- Reserve one (1) pass per destination per calendar year

Overdue, Damaged, Lost Items

(See also: Fees Addendum)

~~The library~~ FDPL does not charge overdue fines for ~~items that are returned~~ late returns. ~~There may be~~ Charges may apply for lost or damaged ~~item~~ materials, missing parts, or equipment. ~~The library charges~~ Fees are intended to encourage responsible use of shared resources and to promote fair and equal access. ~~compliance with procedures which promote fair and equal access to limited resources for all customers.~~

Cardholders may be notified of overdue items, outstanding fees, or ~~problems with their borrower account~~ borrower account issues in person, by telephone, email ~~notices~~, printed notice, ~~and/or~~ other means. Fees remain the borrower's responsibility whether or not notification is received. ~~Please note: fees apply whether or not the notification is received.~~

~~The library charges for lost or damaged materials, parts/pieces of materials, and equipment.~~

~~The library may charge for repairable damage to library materials.~~

~~Cardholders' access to library materials, services, and public access computers will be suspended when fee or overdue limits are surpassed.~~

The Library may assess charges for:

- Lost materials or equipment
- Damaged materials or equipment
- Missing parts or components
- Repairable damage

Borrowing privileges, access to services, and public computer use may be suspended when items are overdue or lost or fee limits are exceeded.

Parents or legal guardians are responsible for all ~~assessed library fees/lost materials for~~ borrowed materials and associated fees incurred by minor children.

~~More extensive measures may be taken for seriously overdue/lost equipment or materials as well as excessively delinquent accounts, including the use of a collection agency, prosecution in a municipal court, and/or the involvement of law enforcement agencies. The library may offer programs that allow for options to payment of fees (such as a payment plan or a fee alternative program). All such arrangements must be made through a member of the library's management team.~~

In cases involving seriously overdue items, lost equipment, or excessively delinquent accounts, FDPL may pursue additional recovery measures, including referral to a collection agency, municipal court action, or involvement of law enforcement.

The Library may offer alternatives for resolving outstanding fees, such as payment plans or fee-alternative programs. Such arrangements must be approved by a member of the Library's management team.

~~Fees up to \$20.00 may be waived in full or part by library staff, on a case-by-case basis. Requests for the waiving or removal of fees of more than \$20.00 will be referred to a member of the library's management team.~~

Library staff may waive fees up to \$20.00, in full or in part, on a case-by-case basis. Requests exceeding \$20.00 require management approval.

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