

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Monday, November 24, 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. Boardroom Series: The Top Five Webinar Discussion
- VII. Committee Reports
 - a. Friends of the Library
 - b. FDPL Foundation
- VIII. Director's Report
- IX. Old Business
 - a. Renovation/Remodel Discussion
 - b. Strategic Plan
- X. New Business
 - a. Revised Job Description - Shelver
 - b. Preliminary FY27 Budget Review
- XI. Adjournment

Next Meeting: Monday, December 22, 2025 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

October 27, 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 3:35 p.m. on October 27, 2025 at the Fort Dodge Public Library.

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

II. Approval of Agenda

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

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills and Financial Reports

- a) Kelleher moved payments in the amount of \$2,741.50 to be approved in the Gift and Memorial Accounts Griffith seconded. Motion carried.
- b) Griffith moved payments in the amount of \$5,272.15 be approved in the City Funds Accounts Hindman seconded. Motion carried.

VI. Communications/Board Education

Griffith attended a zoom training that discussed responsibilities of trustees. Encouraged members to be in contact with legislators and community people. Ila.iowalobby.com is a good resource. It's important to protect access and intellectual freedom. Iowa is the 2nd most state for having anti library legislation.

Dixon attended an online training on Iowa open records and said it was very informative. She also attended Strategic Planning Essentials: Planning to Impact. Griffith, Hindman and Kelleher will watch online as well.

Hindman reported on the meeting in Badger. Maryann Mori was in attendance. Emphasis on a people focused library, functional and flexible spaces with moveable furniture and bookshelves.

VII. Committee Reports

Nothing to report at this time. Foundation meets 10/28 and Friends meet in November.

VIII. Director's Report

Programming/Services

- The visit of 100 first graders from Duncombe Elementary on Friday morning, October 3, went very well despite a late start.
- Outreach activities are now being planned for Duncombe Elementary. Anastasia will be focusing on how to use the library and other related skills.
- A storytime/activity session for a small group of children from Childcare Discovery Center is scheduled for Wednesday, November 12.
- Fall storytimes will wrap up on Wednesday, November 12.

Adult Services

- In addition to our regular adult activities, Pascale has hosted several different programs this month and is starting to plan some craft activities for this winter.
- The Brown Bag Briefings have been going well this month, with attendance averaging in the 30s.

General Services

- A new Adventure Pass to Blue Zoo Aquarium Des Moines will be available soon. The pass will provide free admission for two adults and two children.
- We are also considering adding a pass for Brenton Skating Plaza, which would cover admission for two adults and two children and include free skate rentals.

Budget

- Budget season has begun. Our proposed budget is due to the City Manager on Friday, December 19. An initial draft will be ready for board review and approval next month, with the opportunity to make changes and reapprove in December if needed.
- Our budget presentation to the city council is scheduled for Monday, January 26 during the 5:00 p.m. workshop.
- Access Systems was unable to reduce the color overage rate to \$.0036 (will be \$.0039) as quoted in our new lease. To compensate, they lowered our monthly lease rate from \$302.28 to \$299.06.

Technology

- The server currently hosting our TBS computer and print management software is at least 13 years old, and recent software updates have caused compatibility issues. We will need to purchase a new server to maintain reliable access to this software. Included in this month's board packet is a quote from Dell for a new one. The purchase will be funded through Hillesland monies.
- Our new photocopiers are scheduled for delivery and installation on Monday, October 27.

Personnel

- Our new Library Assistant II, Tami Tendal, started on Monday, September 29. She brings valuable experience in public service within a government setting, is very personable, and catching on quickly to all things library.
- The Public Library Association Conference will be held in Minneapolis in early April 2026. While in-person attendance would be ideal, their virtual option offers an affordable way for Anastasia, Pascale, and Rita to participate without significant scheduling disruptions.
- Rita's annual review will need to be completed by the end of December or January.

State Library

- The FY25 annual report for the State Library has been completed and submitted. A copy is included in this month's packet.
- Rita completed a revised draft of our Strategic Plan and shared it with Maryann Mori for feedback. A copy of the draft is also included in this packet. Please review it and share any suggested edits or changes so they can be incorporated into the final version for approval at next month's board meeting.
- Baker & Taylor, the company that provides the software used for several State Library reports (including the accreditation report), will cease operations by the end of this year due to financial challenges. The State Library hasn't selected a replacement system yet, so the process for submitting our report in February remains uncertain.

Miscellaneous

- The Fall Citywide Staff Meeting presentation went well, and a copy is included in this month's packet. Rita will also incorporate it into our January budget presentation to the city council.
- We received a thoughtful thank-you note from the director of Badger Public Library for our attendance at the recent countywide trustee training.

- Badger Public Library will be switching from its current ILS to TLC and joining our consortium. I have agreed to assist them with configuring circulation rules, patron types, and other system settings.

Board Education Opportunity

Catch an end-of-year webinar for boards on **November 20th** (6:00-7:30 PM) titled **“The Top 5: Self-Evaluation of the Library Board’s Core Functions.”**

The Iowa Library Trustee’s Handbook explains the five primary roles for library boards; this webinar asks the question “how are we doing?” District Consultants Becky Heil and Bonnie McKewon will suggest to evaluate your board’s level of success with each of the following:

1. Hiring and evaluating the library director
2. Approving and monitoring the budget
3. Developing and adopting policies
4. Planning for the library’s future
5. Evaluating service and advocating for advancement

We’ll share our ideas for self-reflection and give participants a chance to share their own success stories. How do you gauge successful efforts? Join us to share your trustee experience and your board engagement.

IX. Old Business

- a) Space Audit-nothing at this time.
- b) Strategic Plan Discussion-Rita has revised and removed things we’ve already accomplished. Some things were added and asked Maryann to review. She has given her feedback and will revise accordingly. Will evaluate quarterly. Focus on teen programming with an advisory board. Will review the plan more next month and implement in January.

X. New Business

- a) Quote for new server was presented as our current one is outdated and cannot support our programs. The quote is from Dell for \$10,074.27 and will be paid from Hillesland monies. Kelleher made the motion to purchase the new server and Griffith seconded. Motion carried.
- b) Dixon will be in contact with other board members to start on annual review of the director.

XI. Adjournment

Griffith moved a motion to adjourn. Seconded by Kelleher. The motion carried. The meeting was adjourned at 4:13 p.m.

**FDPL Memorial Account
Ending November 30, 2025**

	Beginning Balance	November Income	November Expense	YTD Expense	Remaining Balance	% Expended
Accounts						
Kids Programs-Friends	6,814.00			2,200.59	6,814.00	24%
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	7,907.38	1,620.08		-	9,527.46	0%
Vend Print	9,910.43			2,359.25	9,910.43	19%
Lost & Paid/Processing Fees	3,609.64	311.21	47.46	149.30	3,873.39	4%
Misc Monies	7,220.59	8.00		71.95	7,228.59	1%
Ann Smeltzer Charitable Trust	6,072.51			-	6,072.51	0%
Maxine Hillesland Trust	68,246.91		180.00	11,246.27	68,066.91	14%
Donations	13.44			250.00	13.44	95%
	113,756.70	1,939.29	227.46	17,404.51	115,468.53	13%
<hr/>						
Scharfenberg Monies	174,502.47			-	174,502.47	0%

Fort Dodge Public Library
Gift Memorial - Checks for Approval

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor#</u>	<u>Amount</u>	<u>Line Item</u>
5031		Ingram	056900	\$ 47.46	L & P
5032		Bemrich Electric	008230	\$ 180.00	Hillesland funds
				\$ 227.46	

Accounts Payable Invoice Report

G/L Date Range 11/01/25 - 11/30/25

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
Vendor 747 - ACCESS SYSTEMS									
40473367	agreement 003-3194041-000 10/25	Edit		11/17/2025	11/17/2025	11/17/2025			304.06
40473368	agreement 003-3194041-000 10/25	Edit		11/17/2025	11/17/2025	11/17/2025			5.99
Vendor 747 - ACCESS SYSTEMS Totals							Invoices	2	\$310.05
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC									
311099	toilet paper	Edit		11/17/2025	11/17/2025	11/17/2025			61.00
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals							Invoices	1	\$61.00
Vendor 130515 - FORT DODGE FIBER									
8486 11012025	Internet	Edit		11/17/2025	11/17/2025	11/17/2025			55.00
Vendor 130515 - FORT DODGE FIBER Totals							Invoices	1	\$55.00
Vendor 40455 - FRONTIER COMMUNICATIONS									
5155734346 1125	telephone	Edit		11/17/2025	11/17/2025	11/17/2025			86.95
Vendor 40455 - FRONTIER COMMUNICATIONS Totals							Invoices	1	\$86.95
Vendor 53135 - IOWA FIRE CONTROL, LLC									
188082	service call and install camera software on new computer	Edit		11/17/2025	11/17/2025	11/17/2025			103.00
Vendor 53135 - IOWA FIRE CONTROL, LLC Totals							Invoices	1	\$103.00
Vendor 72499 - MENARDS INC									
40758	fuel premix	Edit		11/17/2025	11/17/2025	11/17/2025			22.54
Vendor 72499 - MENARDS INC Totals							Invoices	1	\$22.54
Vendor 73975 - MIDAMERICAN ENERGY									
573679949	electricity	Edit		11/17/2025	11/17/2025	11/17/2025			1,742.48
Vendor 73975 - MIDAMERICAN ENERGY Totals							Invoices	1	\$1,742.48
Vendor 88500 - PLUMB SUPPLY									
S101345757.001	air filters	Edit		11/17/2025	11/17/2025	11/17/2025			245.49
Vendor 88500 - PLUMB SUPPLY Totals							Invoices	1	\$245.49
Vendor 97330 - SHERWIN WILLIAMS									
5788-4	supplies 3/8 CVR, 1/2 CVR	Edit		11/17/2025	11/17/2025	11/17/2025			10.15
Vendor 97330 - SHERWIN WILLIAMS Totals							Invoices	1	\$10.15
Vendor 130076 - TODAY'S BUSINESS SOLUTIONS, INC.									
102825-25	fax program July-Sept 2025	Edit		11/17/2025	11/17/2025	11/17/2025			98.72
Vendor 130076 - TODAY'S BUSINESS SOLUTIONS, INC. Totals							Invoices	1	\$98.72
Vendor 1924 - VIKING AUTOMATIC SPRINKLER CO									
1025-F448599	replace check valve, ball check valve and piping	Edit		11/17/2025	11/17/2025	11/17/2025			1,860.00
Vendor 1924 - VIKING AUTOMATIC SPRINKLER CO Totals							Invoices	1	\$1,860.00
Vendor 2253 - WOODRIVER ENERGY LLC									
477247	gas service 10/10/2025 to 11/10/2025	Edit		11/17/2025	11/17/2025	11/17/2025			851.20
Vendor 2253 - WOODRIVER ENERGY LLC Totals							Invoices	1	\$851.20
Grand Totals							Invoices	13	\$5,446.58

Director's Report – November 2025

Programming & Services

Children's Services

- Anastasia attended the Performers Showcase in Ames on November 6th. 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 storytimes opens December 15th. Storytimes will be held Tuesdays (11:00-11:30) and Wednesdays (4:00-4:30) from January 6th through March 18th.
- 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 22nd, where participants can create their own chunky yarn pumpkins.
- On Monday, December 8th (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.

General Services

- Brenton Skating Plaza is only offering an Adventure Pass through Des Moines Public Library this year, so it will not be added to our offerings.
- The Des Moines Performing Arts Wellmark Family Series will provide a limited number of free tickets to select performances. Families will be able to claim these through the Adventure Pass website. Information about this new opportunity will be added to our website soon.

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

- In recognition of the 250th anniversary of the signing of the Declaration of Independence, the Carnegie Corporation is gifting \$10,000.00 to libraries originally funded by Andrew Carnegie, regardless of whether the building remain in use as a library. We qualify, and the paperwork has been submitted. I expect to receive the check in January. Per the City Clerk, the funds may be deposited with our GO bong monies for renovation or placed in the gift account for a special project. Please share any ideas you may have on how to best use this gift.

Personnel

- The packet includes an updated and revised job description for the shelver position, reviewed by HR and aligned with the citywide format.
- My job 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 17th 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 8th, with February 28th remaining the submission deadline.

Miscellaneous

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

Ending November 30, 2025

FDPL Foundation Fund

	YTD Budget	November Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
Publicity/Promotion	4,873.98		373.89	4,500.09	4,500.09	8%
Adult Programs	8,711.34	198.23	910.53	7,999.04	7,800.81	10%
Teen Programs	4,414.86		480.31	3,934.55	3,934.55	11%
Digital Resources	79,314.76	3,013.00	23,432.18	58,895.58	55,882.58	30%
Non-Print Materials	15,225.71		-	15,225.71	15,225.71	0%
Staff Development	4,342.06	40.02	1,373.05	3,009.03	2,969.01	32%
Supplies	6,768.80	144.25	839.24	6,073.81	5,929.56	12%
Adult Materials	90,470.85		2,737.99	87,732.86	87,732.86	3%
Kids Materials	42,035.57	645.08	4,097.81	38,582.84	37,937.76	10%
Teen Materials	16,489.53	44.89	2,332.42	14,202.00	14,157.11	14%
Fawkes Monies	33,794.74	137.83	1,960.10	31,972.47	31,834.64	6%
	306,442.20	4,223.30	38,537.52	272,127.98	267,904.68	13%

FDPL-F Deardorf

	YTD Budget	November Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
Adult Materials	15,001.10	5,621.20	12,685.38	7,936.92	2,315.72	85%
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	1,518.74	29,276.73	19,230.75	17,712.01	62%
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	7,139.94	41,967.25	35,251.64	28,111.70	60%

FDPL-F AXY Fdn Grant

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

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	197,677.92	.00	197,677.92	(197,677.92)	+++
44810	LIBRARY CHARGES FEES	.00	.00	.00	505.93	.00	505.93	(505.93)	+++
Division 4110 - LIBRARY SERVICES Totals		\$0.00	\$0.00	\$0.00	\$198,183.85	\$0.00	\$198,183.85	(\$198,183.85)	+++
Department 31 - LIBRARY Totals		\$0.00	\$0.00	\$0.00	\$198,183.85	\$0.00	\$198,183.85	(\$198,183.85)	+++
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$198,183.85	\$0.00	\$198,183.85	(\$198,183.85)	+++
EXPENSE									
Department 31 - LIBRARY									
Division 4110 - LIBRARY SERVICES									
6100	ALL PERSONNEL SERVICES	.00	.00	.00	44,158.47	.00	44,158.47	(44,158.47)	+++
6129	CITY CONTRIB FOR FICA	.00	.00	.00	2,700.19	.00	2,700.19	(2,700.19)	+++
6130	CITY CONTRIB FOR MEDICARE	.00	.00	.00	631.53	.00	631.53	(631.53)	+++
6131	CITY CONTRIB FOR IPERS	.00	.00	.00	4,168.52	.00	4,168.52	(4,168.52)	+++
6137	GROUP INSURANCE	.00	.00	.00	3,833.81	.00	3,833.81	(3,833.81)	+++
6259	MAINTENANCE CONTRACTS	.00	.00	.00	471.32	.00	471.32	(471.32)	+++
6264	EQUIPMENT-REPAIR/MAINTENANCE	.00	.00	.00	1,067.25	.00	1,067.25	(1,067.25)	+++
6268	INTERNET SERVICES	.00	.00	.00	55.00	.00	55.00	(55.00)	+++
6271	TELEPHONE SERVICE	.00	.00	.00	86.95	.00	86.95	(86.95)	+++
6281	GAS/ELECTRICITY COMBINED	.00	.00	.00	2,818.04	.00	2,818.04	(2,818.04)	+++
6301	BUILDING & HOUSE SUPPLIES	.00	.00	.00	447.00	.00	447.00	(447.00)	+++
6321	OPERATING SUPPLIES	.00	.00	.00	326.59	.00	326.59	(326.59)	+++
Division 4110 - LIBRARY SERVICES Totals		\$0.00	\$0.00	\$0.00	\$60,764.67	\$0.00	\$60,764.67	(\$60,764.67)	+++
Department 31 - LIBRARY Totals		\$0.00	\$0.00	\$0.00	\$60,764.67	\$0.00	\$60,764.67	(\$60,764.67)	+++
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$60,764.67	\$0.00	\$60,764.67	(\$60,764.67)	+++
Fund 002 - Library General Totals									
REVENUE TOTALS		.00	.00	.00	198,183.85	.00	198,183.85	(198,183.85)	+++
EXPENSE TOTALS		.00	.00	.00	60,764.67	.00	60,764.67	(60,764.67)	+++
Fund 002 - Library General Totals		\$0.00	\$0.00	\$0.00	\$137,419.18	\$0.00	\$137,419.18	(\$137,419.18)	
Fund 167 - Library Memorial Fund									
REVENUE									
Department 31 - LIBRARY									
Division 4116 - LIBRARY MEMORIAL									
47180	CONTRIBUTIONS	.00	.00	.00	1,267.15	.00	1,267.15	(1,267.15)	+++
Division 4116 - LIBRARY MEMORIAL Totals		\$0.00	\$0.00	\$0.00	\$1,267.15	\$0.00	\$1,267.15	(\$1,267.15)	+++
Department 31 - LIBRARY Totals		\$0.00	\$0.00	\$0.00	\$1,267.15	\$0.00	\$1,267.15	(\$1,267.15)	+++
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$1,267.15	\$0.00	\$1,267.15	(\$1,267.15)	+++

Budget Performance Report

Date Range 10/01/25 - 10/31/25
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 167 - Library Memorial Fund Totals									
	REVENUE TOTALS	.00	.00	.00	1,267.15	.00	1,267.15	(1,267.15)	+++
	EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++
Fund 167 - Library Memorial Fund Totals		\$0.00	\$0.00	\$0.00	\$1,267.15	\$0.00	\$1,267.15	(\$1,267.15)	
Grand Totals									
	REVENUE TOTALS	.00	.00	.00	199,451.00	.00	199,451.00	(199,451.00)	+++
	EXPENSE TOTALS	.00	.00	.00	60,764.67	.00	60,764.67	(60,764.67)	+++
Grand Totals		\$0.00	\$0.00	\$0.00	\$138,686.33	\$0.00	\$138,686.33	(\$138,686.33)	

City of Fort Dodge Vision Statement

The City of Fort Dodge is a top-ranked municipal government in Iowa that consistently delivers user-friendly, high quality services:

- Within budget constraints,
- To pleasantly surprised citizens,
- By a 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.

History of Our Strategic Plan Process

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.

Update

After thoughtful discussion and review, the Library Board of Trustees has voted to extend Fort Dodge Public Library's current strategic plan by one year. This extension allows us to celebrate our completed goals, refresh remaining objectives, and align our work with a revised timeline. Key reasons for the extension include:

- **Adaptation to Past Challenges:** The COVID-19 pandemic created unanticipated obstacles that impacted progress toward several goals, especially those involving partnerships and public programming. Extending this plan allows us to regain momentum, adapt strategies as needed, and continue advancing our objectives effectively.
- **Alignment with City Plans:** Changes to state tax laws in FY25 affected municipal funding, prompting adjustments to the City of Fort Dodge's strategic and capital improvements plans. Extending our plan ensures the Library's upcoming renovation and future objectives remain coordinated with changes to the City's plans.
- **Leadership Transition:** In early 2025, the Library updated the job descriptions and responsibilities for its two department heads and welcomed new members to the management team. A one year extension gives these leaders time to learn more about our organization and community before helping shape our next plan.
- **Stronger Planning Process:** The Board intends to incorporate focus groups and updated demographic data into the next strategic planning phase, creating a more comprehensive and informed approach.

Evaluation and Continuous Improvement

The Library Board of Trustees will review progress on this plan quarterly, assessing accomplishments, challenges, and any necessary adjustments to goals or activities. Staff will supply regular updates to support these evaluations. Community feedback will be gathered periodically to ensure the plan remains responsive to patron needs and community priorities. Insights gained from these evaluations will guide ongoing improvements and help shape future strategic planning efforts.

Fort Dodge Public Library – Strategic Plan 2026-2027

Service Area 1: Digital Learning

Goal 1: Ensure patrons can rely on staff who are well-versed in the Library's digital resources.

Objective: All staff will maintain a working knowledge of the Library's online resources and apps, enabling them to confidently use, explain, and recommend these resources to patrons.

Activity 1: By January 31, 2026 staff will complete a self-assessment of current skills to establish a baseline for future assessment.

Activity 2: Starting in 2026, staff members will demonstrate basic proficiency through a brief skills assessment or practical demonstration as part of their annual performance review.

Success Measures

- 100% of staff complete self-assessment by January 31, 2026.
- At least 90% of staff demonstrate proficiency in digital resources during annual review.

Goal 2: Adults will learn the value of the library's online resources and apps and how to utilize them effectively.

Objective: Increase public awareness of and improve patrons' ability to use the Library's digital resources confidently.

Activity 1: Promote the Library's online resources and apps through monthly posts on social media, the Library's website, and in-library signage.

Activity 2: Provide one-on-one assistance sessions for patrons needing support.

Activity 3: Create and maintain step-by-step instructions, digital tutorials, and FAQs on the Library's website.

Activity 4: Encourage staff to recommend online resources and apps during library card registration and other patron interactions.

Success Measures:

- At least 12 social media posts or website updates per year highlighting digital resources.
- 80% of patrons receiving one-on-one assistance report increased confidence using digital tools.
- Online instructions available by September 30, 2026.

Service Area 2: Education/Lifelong Learning

Goal 1: Adults will have access to a consistent variety of educational and entertaining programs offered on a regular basis.

Objective: Offer at least one adult program each month.

Activity 1: Develop a year-long programming calendar by May 31, 2026.

Activity 2: Alternate programs between learning-based and recreational topics.

Activity 3: Partner with local organizations, businesses, and experts to broaden program offerings.

Activity 4: Incorporate community feedback to guide program selection.

Success Measures:

- Minimum of 12 adult programs offered annually.

Objective: Increase adult participation in library programs.

Activity 1: Promote programs through multiple channels.

Activity 2: Offer programs on varying days and at different times to maximize accessibility.

Activity 3: Track attendance and collect feedback after each event.

Success Measures:

- 10% increase in average attendance compared to prior year.
- Post-program feedback shows at least 80% of attendees rated programs "satisfactory" or higher.

Goal 2: Teens will have access to engaging, age-appropriate programs designed to support their interests, creativity and social connection.

Objective: Provide at least one teen-focused program each month.

Activity 1: Develop an annual teen programming calendar by May 31, 2026 with input from staff and teens.

Activity 2: Offer a balance of recreational and educational activities.

Activity 3: Track attendance and collect feedback after each event.

Success Measures:

- Minimum of 12 teen focused programs offered annually.
- 75% of teen program attendees report increased engagement or learning.

Objective: Involve teens in the programming process.

Activity 1: Re-establish a teen advisory board to help select and promote programs.

Activity 2: Invite teens to co-lead or assist with events.

Activity 3: Survey teens twice a year to gather feedback on program interests.

Success Measures:

- Teen advisory board meets at least quarterly.
- At least 50% of teen events include teen leadership or input.
- Survey response rate of at least 40% with 80% satisfaction on relevance of programs.

Objective: Build community connections that enhance teen programming.

Activity 1: Partner with schools, youth organizations and local businesses to co-host or sponsor programs.

Success Measures:

- At least 2 community partnerships established annually for teen programs.

Goal 3: Patrons of all ages will be able to connect, share experiences, and learn from one another through intergenerational and family-centered programs.

Objective: The Library will host at least two intergenerational or family-focused programs that encourage participation across multiple age groups.

Activity 1: Choose and schedule two programs by May 31, 2026 with input from all staff.

Activity 2: Partner with other local organizations and businesses to co-host or sponsor at least one program.

Activity 4: Track attendance and gather feedback after the event to aid in planning of future programs.

Success Measures:

- Minimum of 2 intergenerational/family programs offered annually.
- Programs achieve at least 70% of projected attendance.
- Post-program feedback shows at least 80% of participants report a positive experience.

Service Area 3: Spaces/Places

Goal 1: Library users will benefit from a more welcoming, functional, and updated interior space that enhances their overall library experience.

Objective: The library will begin phased improvements to its interior space in January 2026, engaging staff, community members, and professional partners throughout the planning and implementation process.

Activity 1: The Library Director and Board will establish an Interior Improvements committee by March 2026 to guided planning and decision-making.

Activity 2: Library staff will evaluate current workflows and rethink the use of existing spaces to improve efficiency and service delivery.

Activity 3: Library staff will visit other libraries to assess layouts, spaces, and workflows for inspiration and best practices.

Activity 4: The Library Director and Board will hire an architect, and if needed a project manager, to assist with design, layout, and cost planning.

Activity 5: The Library will host public input sessions to gather community feedback on priorities for space improvements.

Activity 6: The committee will evaluate options for new carpet, furniture, and potential layout changes.

Activity 7: The committee will make final recommendations to the Library Board regarding the interior improvement plan, including furniture, carpet, layout and budget.

Success Measures:

- Interior Improvements Committee formed by March 2026.
- Staff complete workflow and space assessment by April 2026.
- At least 2 site visits to other libraries completed by May 2026.
- Public input sessions held with at least 25 participants providing feedback.
- Final interior improvement plan approved by Library Board by December 2026.
- Phased improvements completed according to timeline with at least 80% of planned updates implemented.

Approved 12/27/2018
Revised/Approved 09/23/2024
Revised/Approved



CARNEGIE LIBRARIES 250

Dear Carnegie Library,

I am delighted to inform you that the foundation established by Andrew Carnegie, [Carnegie Corporation of New York](#), is awarding a \$10,000 gift to your library and to all Carnegie Libraries nationwide in commemoration of the 250th anniversary of the signing of the Declaration of Independence.

Andrew Carnegie funded the construction of 1,681 free public libraries in the United States between 1886 and 1917, driven by his belief that they were “cradles of democracy.” As part of our [Carnegie Libraries 250](#) special initiative, we contacted each library and established that about 1,280, including yours, still operate as libraries and acknowledge their association with Carnegie, making them eligible for the celebratory gift.

Your library can expect to receive a check in January 2026. You may use the funds however you wish to celebrate the anniversary, further your mission, and benefit your community. If your library system includes multiple Carnegie Libraries or branches, each one will receive \$10,000. Instructions for receiving your gift are provided below.

On behalf of the foundation, thank you for the many ways you serve your communities. My hope is that this gift serves as a recognition of your

commitment, our founder's legacy, and the importance of this milestone in our nation's history.

Best regards,

Dame Louise Richardson

President, Carnegie Corporation of New York

Instructions for Receiving Your Gift

To process your gift, we will require a W-9 form for your organization. You can download a blank form [here](#). You may submit the completed W-9:

- [Online to our secure upload site](#)
- By mail to:
James Marsden, President's Office
Carnegie Corporation of New York
437 Madison Avenue Floor 31
New York, NY 10022

Please send us your W-9 by **November 14, 2025**, to receive your gift. If we have any questions about your organization's eligibility or charitable status, we will contact you at this email address or by phone.

Our Communications team has prepared a media toolkit to help you announce your gift and showcase how your library puts it to use. Access it [here](#). You will also receive an email later today with additional guidance on sharing the news.

Read the [news release](#).

Learn more in *The New York Times*.

Interested in Carnegie's library news? Subscribe to [Unstacked](#), our newsletter for library lovers.



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Fort Dodge Public Library – October 2025

Circulation

2025: 7,134
2024: 6,590

Gate Count

2025: 5,826
2024: 5,807

Internet Computers Use

Total Number of Logins: 5234
Total Time Used: 16 days 0 hours 21 minutes
Average Time Used: 44 minutes

Public WiFi Use

Number of Unique Users:	6	Total Time Used:	22 hours
Total Session Count:	33	Avg. Session Time:	40 minutes

Library Programs – Adults

Number of Programs:	12	LSC Programs:	4
Total Participation:	259	LSC Views:	1,541

Library Programs – Teens

Number of Programs: 2
Total Participation: 0

Library Programs – Children

Number of Programs: 11
Total Participation: 508

Adventure Pass Use

Total Number of Passes Borrowed: 13
Blank Park Zoo: 6; Des Moines Botanical Gardens: 0; Des Moines Children's Museum: 1;
Reiman Gardens: 0; Science Center of Iowa: 6

Hoopla Use

New Patrons:	9	Checkouts:	967
Unique Patrons:	218	Avg. Circ Price:	\$2.46
Avg. Circs/Patron:	4.4	Amount Spent:	\$2,384.68

Overdrive/Bridges Use

New Users: 16
Unique Users: 356
Checkouts: 1,703

ScanEZ Usage

Total Number of Jobs: 286
Total Number of Pages: 2,031
Scan to Copy: 1,292 pages (\$158.05)
Scan to Fax: 195 pages (\$45.75)
Scan to Email: 539 pages
Scan to USB: 3 pages
Scan to Phone: 1 page
Scan to Translation: 1 page
Total Payments: \$203.80

Account	Account Description	2024 Actual Amount	2025 Actual Amount	2026 Adopted Budget	2026 Actual Amount	2027 Department
Fund 002 - Library General						
REVENUE						
Department 31 - LIBRARY						
Division 4110 - LIBRARY SERVICES						
Property Taxes						
41005	PROPERTY TAX	522,169.05	535,115.01	517,975.00	230,734.97	.00
	Property Taxes Totals	\$522,169.05	\$535,115.01	\$517,975.00	\$230,734.97	\$0.00
Fees & Services						
44810	LIBRARY CHARGES FEES	6,266.29	6,826.15	5,000.00	3,137.21	5,000.00
	Fees & Services Totals	\$6,266.29	\$6,826.15	\$5,000.00	\$3,137.21	\$5,000.00
Miscellaneous						
45020	LIBRARY FINES FORFEITURES	1,007.97	.00	.00	.00	.00
47148	MISC REVENUE	.00	534.03	.00	.00	.00
49110	EMPLOYEE BENEFITS REIMBURSEMENT	204,348.93	204,535.82	207,956.00	51,557.08	201,951.00
	Miscellaneous Totals	\$205,356.90	\$205,069.85	\$207,956.00	\$51,557.08	\$201,951.00
Grants						
Local Grants						
43915	WEBSTER CO- LIBRARY	142,829.04	150,544.86	150,000.00	50,292.56	150,000.00
	Local Grants Totals	\$142,829.04	\$150,544.86	\$150,000.00	\$50,292.56	\$150,000.00
	Grants Totals	\$142,829.04	\$150,544.86	\$150,000.00	\$50,292.56	\$150,000.00
Use Of Money						
46010	INTEREST	8,848.76	8,574.85	1,500.00	2,846.91	1,500.00
	Use Of Money Totals	\$8,848.76	\$8,574.85	\$1,500.00	\$2,846.91	\$1,500.00
	Division 4110 - LIBRARY SERVICES Totals	\$885,470.04	\$906,130.72	\$882,431.00	\$338,568.73	\$358,451.00
	Department 31 - LIBRARY Totals	\$885,470.04	\$906,130.72	\$882,431.00	\$338,568.73	\$358,451.00
	REVENUE TOTALS	\$885,470.04	\$906,130.72	\$882,431.00	\$338,568.73	\$358,451.00
EXPENSE						
Department 31 - LIBRARY						
Division 4110 - LIBRARY SERVICES						
Personnel Services						
6100	ALL PERSONNEL SERVICES	556,062.27	567,800.63	575,875.00	203,909.17	607,131.00
6129	CITY CONTRIB FOR FICA	33,678.99	34,272.90	35,705.00	12,296.75	37,643.00
6130	CITY CONTRIB FOR MEDICARE	7,876.52	8,015.44	8,352.00	2,875.86	8,805.00
6131	CITY CONTRIB FOR IPERS	52,172.40	53,345.44	54,014.00	19,248.83	56,945.00
6137	GROUP INSURANCE	110,621.02	108,902.04	109,885.00	36,092.17	98,558.00
	Personnel Services Totals	\$760,411.20	\$772,336.45	\$783,831.00	\$274,422.78	\$809,082.00
Contractual Supplies & Svcs						
6207	PROFESSIONAL FEES	1,328.28	985.90	1,000.00	204.90	1,000.00
6249	POSTAGE	1,000.00	1,500.00	1,500.00	.00	1,500.00
6251	FREIGHT	45.39	74.09	.00	.00	.00
6259	MAINTENANCE CONTRACTS	24,302.49	20,437.63	21,000.00	12,813.05	24,000.00

Account	Account Description	2024 Actual Amount	2025 Actual Amount	2026 Adopted Budget	2026 Actual Amount	2027 Department
Fund 002 - Library General						
EXPENSE						
Department 31 - LIBRARY						
Division 4110 - LIBRARY SERVICES						
Contractual Supplies & Svcs						
6264	EQUIPMENT-REPAIR/MAINTENANCE	3,286.16	15,838.83	7,500.00	2,400.25	7,500.00
6268	INTERNET SERVICES	2,998.80	1,909.50	700.00	220.00	1,500.00
6271	TELEPHONE SERVICE	779.14	938.94	900.00	346.73	1,000.00
6277	TRAVEL MEALS LODGING	104.41	.00	.00	.00	.00
6281	GAS/ELECTRICITY COMBINED	49,255.03	48,627.33	55,000.00	17,983.01	55,000.00
	Contractual Supplies & Svcs Totals	\$83,099.70	\$90,312.22	\$87,600.00	\$33,967.94	\$91,500.00
Commodities						
6301	BUILDING & HOUSE SUPPLIES	5,889.89	5,104.59	7,000.00	1,167.39	1,500.00
6321	OPERATING SUPPLIES	3,226.09	4,587.27	4,000.00	1,052.14	5,000.00
	Commodities Totals	\$9,115.98	\$9,691.86	\$11,000.00	\$2,219.53	\$6,500.00
Division 4110 - LIBRARY SERVICES Totals		\$852,626.88	\$872,340.53	\$882,431.00	\$310,610.25	\$907,082.00
Department 31 - LIBRARY Totals		\$852,626.88	\$872,340.53	\$882,431.00	\$310,610.25	\$907,082.00
EXPENSE TOTALS		\$852,626.88	\$872,340.53	\$882,431.00	\$310,610.25	\$907,082.00
Fund 002 - Library General Totals						
REVENUE TOTALS		\$885,470.04	\$906,130.72	\$882,431.00	\$338,568.73	\$358,451.00
EXPENSE TOTALS		\$852,626.88	\$872,340.53	\$882,431.00	\$310,610.25	\$907,082.00
Fund 002 - Library General Totals		\$32,843.16	\$33,790.19	\$0.00	\$27,958.48	(\$548,631.00)

Account	Account Description	2024 Actual Amount	2025 Actual Amount	2026 Adopted Budget	2026 Actual Amount	2027 Department
Fund	003 - Scarfenburger					
	REVENUE					
	Department 31 - LIBRARY					
	Division 4119 - SCHARFENBURGER					
	Use Of Money					
46010	INTEREST	27,484.10	22,351.48	6,000.00	3,369.48	1,000.00
	Use Of Money Totals	\$27,484.10	\$22,351.48	\$6,000.00	\$3,369.48	\$1,000.00
	Division 4119 - SCHARFENBURGER Totals	\$27,484.10	\$22,351.48	\$6,000.00	\$3,369.48	\$1,000.00
	Department 31 - LIBRARY Totals	\$27,484.10	\$22,351.48	\$6,000.00	\$3,369.48	\$1,000.00
	REVENUE TOTALS	\$27,484.10	\$22,351.48	\$6,000.00	\$3,369.48	\$1,000.00
	EXPENSE					
	Department 31 - LIBRARY					
	Division 4119 - SCHARFENBURGER					
	Transfers Out					
6657	TRANSFER TO CAPITAL TYPE FUNDS	.00	.00	550,000.00	550,000.00	.00
	Transfers Out Totals	\$0.00	\$0.00	\$550,000.00	\$550,000.00	\$0.00
	Division 4119 - SCHARFENBURGER Totals	\$0.00	\$0.00	\$550,000.00	\$550,000.00	\$0.00
	Department 31 - LIBRARY Totals	\$0.00	\$0.00	\$550,000.00	\$550,000.00	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$550,000.00	\$550,000.00	\$0.00
	Fund 003 - Scarfenburger Totals					
	REVENUE TOTALS	\$27,484.10	\$22,351.48	\$6,000.00	\$3,369.48	\$1,000.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$550,000.00	\$550,000.00	\$0.00
	Fund 003 - Scarfenburger Totals	\$27,484.10	\$22,351.48	(\$544,000.00)	(\$546,630.52)	\$1,000.00

Account	Account Description	2024 Actual Amount	2025 Actual Amount	2026 Adopted Budget	2026 Actual Amount	2027 Department
Fund 167 - Library Memorial Fund						
REVENUE						
Department 31 - LIBRARY						
Division 4116 - LIBRARY MEMORIAL						
Miscellaneous						
47180	CONTRIBUTIONS	63,227.00	86,685.15	40,000.00	6,350.29	40,000.00
	Miscellaneous Totals	\$63,227.00	\$86,685.15	\$40,000.00	\$6,350.29	\$40,000.00
Division 4116 - LIBRARY MEMORIAL	Totals	\$63,227.00	\$86,685.15	\$40,000.00	\$6,350.29	\$40,000.00
Department 31 - LIBRARY	Totals	\$63,227.00	\$86,685.15	\$40,000.00	\$6,350.29	\$40,000.00
	REVENUE TOTALS	\$63,227.00	\$86,685.15	\$40,000.00	\$6,350.29	\$40,000.00
EXPENSE						
Department 31 - LIBRARY						
Division 4116 - LIBRARY MEMORIAL						
Capital Outlay						
6419	OTHER CAPITAL EQUIPMENT	56,291.95	59,301.09	40,000.00	16,701.38	40,000.00
	Capital Outlay Totals	\$56,291.95	\$59,301.09	\$40,000.00	\$16,701.38	\$40,000.00
Division 4116 - LIBRARY MEMORIAL	Totals	\$56,291.95	\$59,301.09	\$40,000.00	\$16,701.38	\$40,000.00
Department 31 - LIBRARY	Totals	\$56,291.95	\$59,301.09	\$40,000.00	\$16,701.38	\$40,000.00
	EXPENSE TOTALS	\$56,291.95	\$59,301.09	\$40,000.00	\$16,701.38	\$40,000.00
Fund 167 - Library Memorial Fund	Totals					
	REVENUE TOTALS	\$63,227.00	\$86,685.15	\$40,000.00	\$6,350.29	\$40,000.00
	EXPENSE TOTALS	\$56,291.95	\$59,301.09	\$40,000.00	\$16,701.38	\$40,000.00
Fund 167 - Library Memorial Fund	Totals	\$6,935.05	\$27,384.06	\$0.00	(\$10,351.09)	\$0.00

Account	Account Description	2024 Actual Amount	2025 Actual Amount	2026 Adopted Budget	2026 Actual Amount	2027 Department
Fund	301 - Library Enrich Iowa					
	REVENUE					
	Department 31 - LIBRARY					
	Division 4114 - ENRICH IOWA FUNDS					
	Grants					
	State Grants					
43379	ENRICH IOWA GRANT	7,763.96	7,580.09	7,000.00	7,599.17	7,000.00
	State Grants Totals	\$7,763.96	\$7,580.09	\$7,000.00	\$7,599.17	\$7,000.00
	Grants Totals	\$7,763.96	\$7,580.09	\$7,000.00	\$7,599.17	\$7,000.00
	Division 4114 - ENRICH IOWA FUNDS Totals	\$7,763.96	\$7,580.09	\$7,000.00	\$7,599.17	\$7,000.00
	Department 31 - LIBRARY Totals	\$7,763.96	\$7,580.09	\$7,000.00	\$7,599.17	\$7,000.00
	REVENUE TOTALS	\$7,763.96	\$7,580.09	\$7,000.00	\$7,599.17	\$7,000.00
	EXPENSE					
	Department 31 - LIBRARY					
	Division 4114 - ENRICH IOWA FUNDS					
	Capital Outlay					
6480	BOOKS ADULT	7,746.58	7,580.09	7,000.00	.00	7,000.00
	Capital Outlay Totals	\$7,746.58	\$7,580.09	\$7,000.00	\$0.00	\$7,000.00
	Division 4114 - ENRICH IOWA FUNDS Totals	\$7,746.58	\$7,580.09	\$7,000.00	\$0.00	\$7,000.00
	Department 31 - LIBRARY Totals	\$7,746.58	\$7,580.09	\$7,000.00	\$0.00	\$7,000.00
	EXPENSE TOTALS	\$7,746.58	\$7,580.09	\$7,000.00	\$0.00	\$7,000.00
	Fund 301 - Library Enrich Iowa Totals					
	REVENUE TOTALS	\$7,763.96	\$7,580.09	\$7,000.00	\$7,599.17	\$7,000.00
	EXPENSE TOTALS	\$7,746.58	\$7,580.09	\$7,000.00	\$0.00	\$7,000.00
	Fund 301 - Library Enrich Iowa Totals	\$17.38	\$0.00	\$0.00	\$7,599.17	\$0.00

Account	Account Description	2024 Actual Amount	2025 Actual Amount	2026 Adopted Budget	2026 Actual Amount	2027 Department
Fund 302 - Library Capital						
REVENUE						
Department 31 - LIBRARY						
Division 4110 - LIBRARY SERVICES						
Transfers In						
49001	TRANSFER FROM GENERAL TYPE FUNDS	.00	.00	550,000.00	550,000.00	.00
	Transfers In Totals	\$0.00	\$0.00	\$550,000.00	\$550,000.00	\$0.00
Other						
46024	BOND PROCEEDS	.00	.00	.00	550,000.00	.00
	Other Totals	\$0.00	\$0.00	\$0.00	\$550,000.00	\$0.00
	Division 4110 - LIBRARY SERVICES Totals	\$0.00	\$0.00	\$550,000.00	\$1,100,000.00	\$0.00
	Department 31 - LIBRARY Totals	\$0.00	\$0.00	\$550,000.00	\$1,100,000.00	\$0.00
	REVENUE TOTALS	\$0.00	\$0.00	\$550,000.00	\$1,100,000.00	\$0.00
EXPENSE						
Department 31 - LIBRARY						
Division 4110 - LIBRARY SERVICES						
Capital Outlay						
6431	BUILDING RENOVATION	6,613.10	30,079.61	586,693.00	6,898.00	550,000.00
	Capital Outlay Totals	\$6,613.10	\$30,079.61	\$586,693.00	\$6,898.00	\$550,000.00
	Division 4110 - LIBRARY SERVICES Totals	\$6,613.10	\$30,079.61	\$586,693.00	\$6,898.00	\$550,000.00
	Department 31 - LIBRARY Totals	\$6,613.10	\$30,079.61	\$586,693.00	\$6,898.00	\$550,000.00
	EXPENSE TOTALS	\$6,613.10	\$30,079.61	\$586,693.00	\$6,898.00	\$550,000.00
	Fund 302 - Library Capital Totals					
	REVENUE TOTALS	\$0.00	\$0.00	\$550,000.00	\$1,100,000.00	\$0.00
	EXPENSE TOTALS	\$6,613.10	\$30,079.61	\$586,693.00	\$6,898.00	\$550,000.00
	Fund 302 - Library Capital Totals	(\$6,613.10)	(\$30,079.61)	(\$36,693.00)	\$1,093,102.00	(\$550,000.00)

Account	Account Description	2024 Actual Amount	2025 Actual Amount	2026 Adopted Budget	2026 Actual Amount	2027 Department
Fund 303 - Library State Grant						
REVENUE						
Department 31 - LIBRARY						
Division 4112 - PUBLIC LIBRARY STATE GRANT						
Grants						
State Grants						
43377	STATE GRANT PUBLIC LIBRARY	3,468.37	3,241.87	3,000.00	.00	3,000.00
	State Grants Totals	\$3,468.37	\$3,241.87	\$3,000.00	\$0.00	\$3,000.00
	Grants Totals	\$3,468.37	\$3,241.87	\$3,000.00	\$0.00	\$3,000.00
	Division 4112 - PUBLIC LIBRARY STATE GRANT Totals	\$3,468.37	\$3,241.87	\$3,000.00	\$0.00	\$3,000.00
	Department 31 - LIBRARY Totals	\$3,468.37	\$3,241.87	\$3,000.00	\$0.00	\$3,000.00
	REVENUE TOTALS	\$3,468.37	\$3,241.87	\$3,000.00	\$0.00	\$3,000.00
EXPENSE						
Department 31 - LIBRARY						
Division 4112 - PUBLIC LIBRARY STATE GRANT						
Capital Outlay						
6480	BOOKS ADULT	3,468.37	3,241.87	3,000.00	.00	3,000.00
	Capital Outlay Totals	\$3,468.37	\$3,241.87	\$3,000.00	\$0.00	\$3,000.00
	Division 4112 - PUBLIC LIBRARY STATE GRANT Totals	\$3,468.37	\$3,241.87	\$3,000.00	\$0.00	\$3,000.00
	Department 31 - LIBRARY Totals	\$3,468.37	\$3,241.87	\$3,000.00	\$0.00	\$3,000.00
	EXPENSE TOTALS	\$3,468.37	\$3,241.87	\$3,000.00	\$0.00	\$3,000.00
Fund 303 - Library State Grant Totals						
	REVENUE TOTALS	\$3,468.37	\$3,241.87	\$3,000.00	\$0.00	\$3,000.00
	EXPENSE TOTALS	\$3,468.37	\$3,241.87	\$3,000.00	\$0.00	\$3,000.00
Fund 303 - Library State Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$987,413.47	\$1,025,989.31	\$1,488,431.00	\$1,455,887.67	\$409,451.00
	EXPENSE GRAND TOTALS	\$926,746.88	\$972,543.19	\$2,069,124.00	\$884,209.63	\$1,507,082.00
	Net Grand Totals	\$60,666.59	\$53,446.12	(\$580,693.00)	\$571,678.04	(\$1,097,631.00)

Library Shelver

Description of Work

General Duty Statement

Responsible for shelving, organizing, and maintaining library materials in proper order according to the Library's classification systems, while supporting a welcoming and well-ordered library environment.

Distinguishing Features of the Class

Delivers high-quality customer service by sorting, shelving, and reading shelves to maintain correct order, identifying materials in need of repair or replacement, and assisting patrons with simple directional questions. Excellent attention to detail and a commitment to customer service are essential.

Supervision

Works under supervision of the Adult or Youth Services Librarians.

Supervision Exercised

None.

Essential Functions & Competencies

- Shelves, straightens, and shifts library materials to maintain order and accessibility.
- Reads and inspects shelves regularly to verify correct placement and condition of materials.
- Assists with inventory, weeding, and cleaning of library materials as requested.
- Provides basic directional assistance to patrons in a friendly, professional manner.
- Promotes positive and courteous interactions with patrons and staff.
- Performs other related duties as assigned.

Required Knowledge, Skills, and Abilities

- Demonstrates a working knowledge of alphabetical and numerical filing systems.
- Demonstrates a basic understanding of the Dewey Decimal Classification system.
- Ability to alphabetize and arrange materials in numerical and subject order.
- Demonstrates strong attention to detail and accuracy in organizing materials.
- Ability to understand and follow oral and written instructions and library procedures.
- Ability to prioritize tasks and work efficiently in a busy public environment.
- Demonstrates effective interpersonal and communication skills to foster positive relationships with patrons and staff.

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

- Clarity of speech and hearing or other capabilities which allow the employee to communicate effectively with others.
- Visual acuity sufficient to read spine labels, call numbers, and small print on materials.
- Manual dexterity to handle library materials and operate standard equipment.
- Sufficient personal mobility to stand, walk, stoop, bend, kneel, grasp, and reach above and below shoulder level during shelving and organizational tasks.
- Ability to occasionally climb ladders or use step stools to retrieve and shelve materials at varying heights.
- Ability to routinely push/pull loaded book carts, with light to medium force (20-35 pounds) and lift/carry items weighing up to 25 pounds.

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

Code: 398

Grade: Open (Non-Union, Non-Exempt)

Effective Date: 11/24/2025

- Ability to maintain focus, use good judgment, and follow safety procedures.
- Emotional resilience and teamwork skills to remain courteous, flexible, and effective in a busy public setting.
- Regular, reliable attendance during scheduled hours, including evenings and weekends.
- Tolerance for routine exposure to dust/dirt and handling of library materials.

Minimum Qualifications

- No prior experience required.
- Must be at least 16 years of age.
- Successful completion of an alpha-numeric shelving/ability test.
- Must pass a post-employment offer background check, physical examination and drug screen.
- Must be able to communicate effectively in English in person, by phone, and in writing (including electronic communications).

Approved 11/24/2025

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