

**Fort Dodge Public Library
Board of Trustees
Meeting Agenda
Tuesday, May 28, 2024
Board Room
3:30 p.m.**

- I. Call to Order/Determination of Quorum
- II. Agenda Approval
- III. Approval of Minutes
- IV. Comments/Questions from the Public
- V. Bills & Financial Reports
- VI. Communications/Board Education
- VII. Committee Reports
 - a. Fort Dodge Public Library Foundation
 - b. Friends of the Library
- VIII. Director's Report
- IX. Old Business
- X. New Business
 - a. Approval of FY25 Budget
 - b. Request for Access by a Registered Sex Offender
 - c. Board Bylaws Revision
 - d. Conduct in the Library Policy Revision (renamed Behavior Expectations)
 - e. Public Participation Policy Revision
 - f. Video Security Cameras Policy Revision
- XI. Adjournment

Next Meeting: Monday, June 24, 2024 3:30 p.m.

Fort Dodge Public Library Board of Trustees

Meeting Minutes

April 22, 2024

I. Call to order/Determination of Quorum

President Kelly Hindman called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:31 p.m. on April 22, 2024 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), Alexis Powers (staff), Kelly Hindman, James Kramer, Sheryl Griffith, and Merrily Dixon.

II. Agenda Approval

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

III. Approval of Minutes

A motion to approve the March meeting minutes was made by Griffith and seconded by Dixon. Motion carried.

IV. Comments/Questions from the Public

V. Bills & Financial Reports

- A. Dixon moved payments in the amount of \$4,200.35 to be approved in the Gift and Memorial Accounts. Kramer seconded. Motion carried.
- B. Kramer moved payments in the amount of \$4,987.14 to be approved in the City Funds Accounts. Griffith seconded. Motion carried.

VI. Communications/Board Education

VII. Committee Reports

VIII. Directors Report

Programming

- Planning for summer reading is almost done. The theme will be Relax & Read.
- Schmidt received good feedback from the library's survey at the Autism Awareness Walk.
- April was a busy month in programming with Brown Bag Briefings, the coloring contest, which had 100 entries, and two special events held during National Library Week.
- There will be another puzzle swap in May.

Building

- Greg painted the west wall of the hallway going to the large meeting room. He will pain the east side this fall.
- Schmidt received the replacement costs of the stolen art installation out front. The monies will come out of the money the Deardorf Foundation gave money to maintain the piece. Schmidt also received the initial court appearance order listing the charges and no contact order from the Webster County Attorney's Office.

Employees

- Schmidt would like to close the building for a day in May for staff training. This will include AED and CPR instruction. Staff will also review circulation policies and procedures as well as situational procedures before the busy summer season.
- The library has purchased Libby t-shirts for the staff with advertising monies from the Foundation.

Policies/Accreditation

- The library will be applying for reaccreditation in February 2025. As part of that process we must verify that we meet certain standards, including board approved policies covering circulation, collection development, internet use, and personnel. These four policies need to have been reviewed and approved in the last three years (since February 2022 for those applying in 2025). The Board reviewed and updated the library's circulation, internet use, and personnel policies in 2023 but our collection development policy has not been reviewed/updated since July 2021. Since the collection development and request for reconsideration policies are related, I felt it was a good time to revise both.

IX. Old Business

X. New Business

- A. Collection Development Policy Revision - Revisions to the collection development policy include shortening Fort Dodge Public Library to FDPL where possible, rewording the section about collection management (weeding materials), adding and/or rewording some of the criteria for selection, and adding a section about expressions of concern (formerly known as request for reconsideration of materials). - Kramer moved the approval of the revised policy. Griffith seconded. Motion carried.
- B. Request for Reconsideration Policy and Form Revisions (renamed/revised as Expression of Concern Policy and Form) - The request for reconsideration of materials policy and form have been totally revised and updated. Schmidt drew upon other libraries' policies in the state to create the revised policy. Since individuals may express concerns about things other than materials, the policy and form have also been renamed to reflect this. There have also been changes made to the procedure staff, board members, and persons wishing to file a formal written concern will follow in such a situation. – Dixon moved the approval of the revised policy. Griffith seconded. Motion carried.
- C. Staff Development Day Closure – The Library Board members were in favor of the closure for staff training.

XI. Adjournment

Griffith moved a motion to adjourn. Seconded by Dixon. The motion carried. The meeting was adjourned at 4:07 p.m.

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

Accounts	Beginning Balance	May Income	May Expense	YTD Expense	Remaining Balance	% Expended
Children's Programming	5,168.28	2,035.99	622.26	9,484.13	8,077.55	54%
Adult Programing	370.38		62.59	430.76	794.52	35%
YA Programming	1,481.74		164.23	630.60	1,601.14	28%
Magazine/Newspapers	2,981.98		267.75	6,264.31	3,217.67	66%
General Donations & Gifts	3,196.63	50.00	578.21	3,793.03	3,014.29	56%
Donation Box	3,751.57	72.32		133.38	4,048.49	3%
Vend Print	10,213.82	745.00	137.58	2,260.14	10,491.43	18%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	1,796.27	144.39	157.46	1,662.73	2,170.31	43%
Interlibrary Loan	3,956.19			39.99	3,934.20	1%
Library Cards	331.55	7.00		-	406.55	0%
Administrative Programming	245.16			-	517.25	0%
Ann Smeltzer Charitable Trust	2,937.09			3,366.89	5,570.20	38%
Maxine Hillesland Trust	39,153.76		149.90	22,069.16	42,699.90	34%
Shiny Top Adult Programming	44.74			44.74	-	100%
Dolores Schermer Estate	10,492.42		650.00	1,575.00	8,917.42	15%
	88,910.94	3,054.70	2,789.98	51,754.86	98,250.28	35%
Scharfenberg Monies	701,102.77			-	701,102.77	0%

Fort Dodge Public Library
Gift Memorial - Checks for Approval

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Vendor#</u>	<u>Line Item</u>	<u>Amount</u>	<u>Line Item</u>
4906	5/21/2024	WellsFargoVisa# 4968,4138,3391,3342 supp, ch prg, summer rdg, Adventure pass subs, canva	070440	6419	\$ 1,440.76	\$48.60 Adult Prg, \$622.26 Ch Prg (Friends), \$120.00 vendprint, \$500.00 Schermer, \$149.90 Hillesland
4907	5/28/2024	Amazon Capital Services DVDs, supplies, programming	002348	6419	\$ 463.55	\$164.23 YA Prg, \$13.99 Adult Prg (Friends), \$267.75 magazines, \$17.58 vendprint
4908	5/28/2024	Greater Des Moines Botanical Garden adventure pass 1 year	130300	6419	\$ 150.00	Schermer
4909	5/28/2024	Ingram gifts/memorials, L&P	056900	6419	\$ 735.67	\$578.21 general gifts, \$157.46 L&P
total					\$ 2,789.98	

Accounts Payable Invoice Report

G/L Date Range 05/01/24 - 05/31/24
 Report By Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
Vendor 747 - ACCESS SYSTEMS										
36549609	copier lease	Edit		05/13/2024	06/25/2024	05/27/2024			308.82	
									<hr/>	
							Vendor 747 - ACCESS SYSTEMS Totals	Invoices	1	\$308.82
Vendor 2348 - AMAZON CAPITAL SERVICES										
11H9-NHY9-M61R	DVDs	Edit		05/06/2024	06/05/2024	05/27/2024			27.99	
1H1C-L3Y9-36KR	DVDs	Edit		05/13/2024	06/12/2024	05/27/2024			88.29	
16D9-YY1J-M4FR	DVDs	Edit		05/20/2024	06/19/2024	05/27/2024			54.87	
									<hr/>	
							Vendor 2348 - AMAZON CAPITAL SERVICES Totals	Invoices	3	\$171.15
Vendor 1162 - BLACKSTONE PUBLISHING										
2151942	audio books	Edit		05/01/2024	05/31/2024	05/27/2024			244.76	
2153464	audio books	Edit		05/13/2024	06/12/2024	05/27/2024			318.32	
									<hr/>	
							Vendor 1162 - BLACKSTONE PUBLISHING Totals	Invoices	2	\$563.08
Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC										
01008526	misc bldg supp	Edit		04/23/2024	05/23/2024	05/27/2024			343.20	
01009131	replace air fresh dispenser	Edit		05/10/2024	06/09/2024	05/27/2024			29.50	
01009200	misc bldg supp	Edit		05/14/2024	06/13/2024	05/27/2024			178.00	
									<hr/>	
							Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals	Invoices	3	\$550.70
Vendor 20875 - CRESCENT ELECTRIC SUPPLY CO										
S512305317.001	contactor	Edit		04/19/2024	05/19/2024	05/27/2024			131.36	
									<hr/>	
							Vendor 20875 - CRESCENT ELECTRIC SUPPLY CO Totals	Invoices	1	\$131.36
Vendor 1874 - ECHO GROUP, INC.										
S010584157.001	contactor	Edit		05/02/2024	06/01/2024	05/27/2024			95.52	
									<hr/>	
							Vendor 1874 - ECHO GROUP, INC. Totals	Invoices	1	\$95.52
Vendor 40455 - FRONTIER COMMUNICATIONS										
50724	line charge	Edit		05/07/2024	05/31/2024	05/27/2024			73.97	
									<hr/>	
							Vendor 40455 - FRONTIER COMMUNICATIONS Totals	Invoices	1	\$73.97
Vendor 52495 - IOWA COMMUNICATIONS NETWORK										
694976 LIB	internet services	Edit		05/06/2024	06/05/2024	05/27/2024			249.90	
									<hr/>	
							Vendor 52495 - IOWA COMMUNICATIONS NETWORK Totals	Invoices	1	\$249.90
Vendor 60840 - JIM'S CAPRET ONE										
CG400252	grout pewter sanded	Edit		04/19/2024	05/19/2024	05/27/2024			13.75	
									<hr/>	
							Vendor 60840 - JIM'S CAPRET ONE Totals	Invoices	1	\$13.75
Vendor 259 - MICRO MARKETING LLC										
952394	audio books	Edit		04/29/2024	05/28/2024	05/27/2024			29.56	
952691	audio books	Edit		04/30/2024	05/28/2024	05/28/2024			31.99	
953058	audio books	Edit		05/07/2024	06/06/2024	05/27/2024			63.48	
954193	audio books	Edit		05/21/2024	05/28/2024	05/28/2024			24.99	
									<hr/>	
							Vendor 259 - MICRO MARKETING LLC Totals	Invoices	4	\$150.02
Vendor 73975 - MIDAMERICAN ENERGY										
553053218	electricity charges	Edit		05/13/2024	06/04/2024	05/27/2024			2,499.31	
									<hr/>	
							Vendor 73975 - MIDAMERICAN ENERGY Totals	Invoices	1	\$2,499.31
Vendor 88000 - PITNEY BOWES, INC.										

Accounts Payable Invoice Report

G/L Date Range 05/01/24 - 05/31/24

Report By Vendor - Invoice

Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1025370156	postage machine svc agreement	Edit		05/21/2024	05/28/2024	05/28/2024			11.90
1025382169	quarterly postage meter charges	Edit		05/21/2024	05/28/2024	05/28/2024			77.40
Vendor 88000 - PITNEY BOWES, INC. Totals						Invoices	2		<u>\$89.30</u>
Vendor 130076 - TODAY'S BUSINESS SOLUTIONS, INC.									
041624-74	quarterly fax charges	Edit		05/02/2024	06/01/2024	05/27/2024			81.28
Vendor 130076 - TODAY'S BUSINESS SOLUTIONS, INC. Totals						Invoices	1		<u>\$81.28</u>
Vendor 2253 - WOODRIVER ENERGY LLC									
395098	#6323	Edit		05/14/2024	05/29/2024	05/27/2024			438.51
Vendor 2253 - WOODRIVER ENERGY LLC Totals						Invoices	1		<u>\$438.51</u>
Grand Totals						Invoices	23		<u><u>\$5,416.67</u></u>

Director's Report – May 2024

Budget

- The City Council approved the FY25 budget at their regular meeting on April 22, 2024. Because the Webster County Board of Supervisors had not yet approved their FY25 budget, the amount of monies the Library will receive from the county is incorrect on the budget sheets. We will receive \$150,545.00 from the county to serve rural residents. The Board does need to approve the FY25 budget to comply with State Library standards.

Programming

- The webpages detailing this year's summer reading programs should be live Friday, May 24th.

Building

- Wes at Casting Creations of Minnesota Inc. is working on casting a new speaker's staff and owl for the art installation out front. It will take approximately a month for him to make them so we will most likely receive them in late June or early July.
- Greg recently had to fix both drinking fountains in the lobby. They are 20+ years old and rusty and corroded. I have reached out to Ryan Maehl for information on replacing the three we have.

Patrons

- I received a subpoena in the case of the gentleman (John Van Wie) who stole another patron's tablet from the Library. The trial is scheduled for Thursday afternoon, May 23rd.
- Erika received a subpoena in the case of the gentleman (Anthony Linderman) who stole the speaker's staff from the art piece out front. The trial is scheduled for Monday afternoon, June 3rd.

Policies/Accreditation

- Board Bylaws: Information added about member qualifications, appointment to the board, and terms of service. Refined/reworded the powers and duties section. Other minor changes in wording.
- Conduct in the Library: Changed the name to Behavior Expectations. Other minor changes in wording.
- Public Participation: Minor changes in wording.
- Video Security Cameras: Minor changes in wording.

Fort Dodge Public Library – April 2024

Circulation

2024: 6,217

2023: 5,599

Gate Count

2024: 5,532

2023: 4,939

Internet Computers Use

Total Number of Logins: 531

Total Time Used: 17 days 18 hours 42 minutes

Average Time Used: 48 minutes

Public WiFi Use

Number of Unique Users: 20

Total Session Count: 32

Total Time Used: 23 hours 41 minutes

Avg. Session Time: 44 minutes

Library Programs - Adults

Number of Programs: 9

Total Participation: 218

Library Programs - Teens

Number of Programs: 1

Total Participation: 2

Library Programs - Children

Number of Programs: 10 (includes tour for ICCC students)

Total Participation: 977

Adventure Pass Use

Total Number of Passes Borrowed: 10

Blank Park Zoo: 4; Des Moines Botanical Gardens: 1; Des Moines Children's Museum: 1;

Reiman Gardens: 3; Science Center of Des Moines: 1

Hoopla Usage

New Patrons: 19

Unique Patrons: 148

Circulations: 739

Avg. Circs/Patron: 5

Avg. Circ Price: \$2.25

Amount Spent: \$1,660.48

ScanEZ Usage

Total Number of Jobs: 236

Total Number of Pages: 1,926

Scan to Copy: 914 pages (\$95.00)

Scan to Fax: 283 pages (\$68.50)

Scan to Email: 157 pages (no charge)

Scan to USB: 572 (no charge)

Total Payments: \$163.50

Ending May 31, 2024

FDPL Foundation Fund

	YTD Budget	May Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
228 Advertising	7,552.77	834.00	1,392.07	5,624.70	4,790.70	37%
248 Adult Programming	11,916.51	600.00	693.76	10,245.33	9,645.33	19%
___Young Adult Programming	3,000.00			2,938.80	2,938.80	2%
260 Technology	70,700.63	6,710.96	9,985.85	35,979.16	29,268.20	59%
268 Audio/Visual Materials	16,122.83	49.48	49.48	15,275.19	15,225.71	6%
278 Staff Development	5,932.45	345.90	470.90	3,779.34	3,433.44	42%
301 Building Supplies	7,784.16	69.50	679.66	617.37	547.87	93%
321 Operating Supplies	2,223.32	256.77	256.77	980.64	723.87	67%
610 Adult Materials	71,724.70	5,453.52	9,199.91	54,002.86	48,549.34	32%
620 Children Materials	29,572.14	2,353.79	2,353.79	28,489.29	26,135.50	12%
640 Young Adult Materials	19,734.94	1,638.78	1,638.78	18,614.37	16,975.59	14%
Fawkes Monies	31,192.11	2,539.89	2,602.30	25,389.91	22,850.02	27%
	277,456.56	20,852.59	29,323.27	201,936.96	181,084.37	35%

FDPL-F Deardorf

	YTD Budget	May Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
___Technology/Non-Print	12,500.00			-	-	100%
510 Adult Materials	20,004.19		-	44.95	44.95	100%
520 Children's Materials	10,000.00		96.36	3,675.88	3,675.88	63%
540 Young Adult Materials	5,030.48		807.94	42.83	42.83	99%
568 Adult Audio/Visual Materials	43,576.39		276.35	40,406.23	40,406.23	7%
570 Childrens' Audio/Visual Materials	18,195.34		-	7,494.62	7,494.62	59%
Children's Department Enhancement	1,540.07		-	1,540.07	1,540.07	0%
Public Access Computers	312.12		-	312.12	312.12	0%
Games Programs Project	30.58		-	30.58	30.58	0%
FD Writers' Workshop	4,587.96		-	1,823.30	1,823.30	60%
Public Art Monies	9,489.66		-	9,489.66	9,489.66	0%
	125,266.79	-	1,180.65	64,860.24	64,860.24	48%

FDPL-F AXY Fdn Grant

	YTD Budget	May Expense	YTD Expense	Beginning Balance	Remaining Balance	% Expended
Accounts						
670 AXY Grant	4,657.46	289.39	289.39	4,657.46	4,368.07	6%
	4,657.46	289.39	289.39	4,657.46	4,368.07	6%

GENERAL FUND

	Budget	MTD	YTD	% Received
Revenues	886,697	202,041	773,700	87.26%
GENERAL REVENUES				
(41005) PROPERTY TAX, PUBLIC LIBRARY	521,425	160,987	461,834	88.57%
(43915) WEBSTER CO- LIBRARY	142,000	23,805	119,024	83.82%
(44810) LIBRARY CHARGES, FEES	4,000	413	5,127	128.17%
(45020) LIBRARY FINES, FORFEITURES	2,000	0	1,008	50.40%
(46010) INTEREST - LIBRARY	1,500	462	7,268	484.53%
(49110) LIBRARY EMPL BENEFITS REIMB	215,772	16,375	179,439	83.16%
	Budget	MTD	YTD	% Expended
Expenses	886,697	64,552	709,373	80.00%
PERSONNEL SERVICES				
(6100) ALL PERSONAL SERV	568,125	43,564	458,310	80.67%
(6129) FICA CONTRIB	35,225	2,625	27,752	78.78%
(6130) MEDICARE CONTRIBUTION	8,238	614	6,490	78.79%
(6131) CITY CONTRIB FOR IPERS	53,632	4,112	42,945	80.07%
(6137) GROUP INSURANCE	118,677	9,023	94,772	79.86%
CONTRACTUAL SUPPLIES & SVCS				
(6207) PROFESSIONAL FEES	750	124	1,328	177.10%
(6249) POSTAGE	3,000	0	1,000	33.33%
(6251) FREIGHT	150	0	30	20.00%
(6259) MAINTENANCE CONTRACTS	24,000	909	22,471	93.63%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	54	2,807	28.07%
(6268) INTERNET SERVICES	3,600	250	2,249	62.48%
(6271) TELEPHONE SERVICE	800	74	631	78.90%
(6277) TRAVEL MEALS LODGING	0	0	0	
(6281) GAS/ELECTRICITY COMBINED	48,000	2,945	41,506	86.47%
COMMODITIES				
(6301) BUILDING SUPPLIES	12,500	258	7,081	56.65%
(6321) OPERATING/VEHICLE SUPPLIES	7,500	227	3,989	53.18%
	5,000	31	3,093	61.85%

CAPITAL PROJECTS	Budget	MTD	YTD	% Expended/Received
BUILDING FUND				
Revenues				
(46110) GO BOND, LIBRARY CONSTRUCTION		0	0	
Expenses				
(6431) BUILDING RENOVATION	36,693	-	6,613	18.02%
PUBLIC LIBRARY STATE GRANT				
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000		3,349	111.63%
Expenses				
(6480) BOOKS, ADULT	3,000		0	0.00%
ENRICH IOWA FUNDS				
Revenues				
(43379) ENRICH IOWA GRANT	6,500	0	7,692	118.33%
Expenses				
(6480) BOOKS, ADULT	6,500	254	3,561	54.78%

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category Governmental Funds							
Fund Type General Fund							
Fund 002 - Library General							
REVENUE							
Department 31 - LIBRARY							
Division 4110 - LIBRARY SERVICES							
41005	PROPERTY TAX	554,508.00	.00	.00	554,508.00	0	461,833.57
43915	WEBSTER CO- LIBRARY	142,000.00	.00	.00	142,000.00	0	119,024.20
44810	LIBRARY CHARGES FEES	5,000.00	.00	.00	5,000.00	0	5,434.33
45020	LIBRARY FINES FORFEITURES	.00	.00	.00	.00	+++	1,007.97
46010	INTEREST	1,500.00	.00	.00	1,500.00	0	7,267.99
49110	EMPLOYEE BENEFITS REIMBURSEMENT	209,545.00	.00	.00	209,545.00	0	179,439.18
Division 4110 - LIBRARY SERVICES Totals		\$912,553.00	\$0.00	\$0.00	\$912,553.00	0%	\$774,007.24
Department 31 - LIBRARY Totals		\$912,553.00	\$0.00	\$0.00	\$912,553.00	0%	\$774,007.24
REVENUE TOTALS		\$912,553.00	\$0.00	\$0.00	\$912,553.00	0%	\$774,007.24
EXPENSE							
Department 31 - LIBRARY							
Division 4110 - LIBRARY SERVICES							
6100	ALL PERSONNEL SERVICES	595,608.00	.00	.00	595,608.00	0	479,850.63
6129	CITY CONTRIB FOR FICA	36,929.00	.00	.00	36,929.00	0	29,049.67
6130	CITY CONTRIB FOR MEDICARE	8,637.00	.00	.00	8,637.00	0	6,793.88
6131	CITY CONTRIB FOR IPERS	55,478.00	.00	.00	55,478.00	0	44,978.03
6137	GROUP INSURANCE	108,501.00	.00	.00	108,501.00	0	99,248.77
6207	PROFESSIONAL FEES	1,000.00	.00	.00	1,000.00	0	1,328.28
6249	POSTAGE	1,500.00	.00	.00	1,500.00	0	1,000.00
6251	FREIGHT	150.00	.00	.00	150.00	0	30.00
6259	MAINTENANCE CONTRACTS	23,000.00	.00	156.68	22,843.32	1	22,314.27
6264	EQUIPMENT-REPAIR/MAINTENANCE	10,000.00	.00	.00	10,000.00	0	2,807.27
6268	INTERNET SERVICES	3,000.00	.00	.00	3,000.00	0	2,249.10
6271	TELEPHONE SERVICE	800.00	.00	.00	800.00	0	631.20
6277	TRAVEL MEALS LODGING	450.00	.00	.00	450.00	0	104.41
6281	GAS/ELECTRICITY COMBINED	55,000.00	.00	.00	55,000.00	0	41,506.02
6301	BUILDING & HOUSE SUPPLIES	7,500.00	.00	.00	7,500.00	0	3,988.80
6321	OPERATING SUPPLIES	5,000.00	.00	.00	5,000.00	0	3,092.54
Division 4110 - LIBRARY SERVICES Totals		\$912,553.00	\$0.00	\$156.68	\$912,396.32	0%	\$738,972.87
Department 31 - LIBRARY Totals		\$912,553.00	\$0.00	\$156.68	\$912,396.32	0%	\$738,972.87
EXPENSE TOTALS		\$912,553.00	\$0.00	\$156.68	\$912,396.32	0%	\$738,972.87
Fund 002 - Library General Totals							

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category	Governmental Funds						
Fund Type	General Fund						
	REVENUE TOTALS	912,553.00	.00	.00	912,553.00	0%	774,007.24
	EXPENSE TOTALS	912,553.00	.00	156.68	912,396.32	0%	738,972.87
Fund	002 - Library General Net Gain (Loss)	\$0.00	\$0.00	(\$156.68)	(\$156.68)	+++	\$35,034.37
Fund Type	General Fund Totals						
	REVENUE TOTALS	912,553.00	.00	.00	912,553.00	0%	774,007.24
	EXPENSE TOTALS	912,553.00	.00	156.68	912,396.32	0%	738,972.87
Fund Type	General Fund Net Gain (Loss)	\$0.00	\$0.00	(\$156.68)	(\$156.68)	+++	\$35,034.37

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category Governmental Funds							
Fund Type Capital Project Funds							
Fund 301 - Library Enrich Iowa							
REVENUE							
Department 31 - LIBRARY							
Division 4114 - ENRICH IOWA FUNDS							
43379	ENRICH IOWA GRANT	7,000.00	.00	.00	7,000.00	0	7,691.53
	Division 4114 - ENRICH IOWA FUNDS Totals	<u>\$7,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,000.00</u>	<u>0%</u>	<u>\$7,691.53</u>
	Department 31 - LIBRARY Totals	<u>\$7,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,000.00</u>	<u>0%</u>	<u>\$7,691.53</u>
	REVENUE TOTALS	<u>\$7,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,000.00</u>	<u>0%</u>	<u>\$7,691.53</u>
EXPENSE							
Department 31 - LIBRARY							
Division 4114 - ENRICH IOWA FUNDS							
6480	BOOKS ADULT	7,000.00	.00	.00	7,000.00	0	3,560.56
	Division 4114 - ENRICH IOWA FUNDS Totals	<u>\$7,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,000.00</u>	<u>0%</u>	<u>\$3,560.56</u>
	Department 31 - LIBRARY Totals	<u>\$7,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,000.00</u>	<u>0%</u>	<u>\$3,560.56</u>
	EXPENSE TOTALS	<u>\$7,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,000.00</u>	<u>0%</u>	<u>\$3,560.56</u>
	Fund 301 - Library Enrich Iowa Totals						
	REVENUE TOTALS	7,000.00	.00	.00	7,000.00	0%	7,691.53
	EXPENSE TOTALS	7,000.00	.00	.00	7,000.00	0%	3,560.56
	Fund 301 - Library Enrich Iowa Net Gain (Loss)	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$4,130.97

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category Governmental Funds							
Fund Type Capital Project Funds							
Fund 302 - Library Capital							
REVENUE							
Department 31 - LIBRARY							
Division 4110 - LIBRARY SERVICES							
46024	BOND PROCEEDS	550,000.00	.00	.00	550,000.00	0	.00
	Division 4110 - LIBRARY SERVICES Totals	<u>\$550,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$550,000.00</u>	<u>0%</u>	<u>\$0.00</u>
	Department 31 - LIBRARY Totals	<u>\$550,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$550,000.00</u>	<u>0%</u>	<u>\$0.00</u>
	REVENUE TOTALS	<u>\$550,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$550,000.00</u>	<u>0%</u>	<u>\$0.00</u>
EXPENSE							
Department 31 - LIBRARY							
Division 4110 - LIBRARY SERVICES							
6431	BUILDING RENOVATION	586,693.00	.00	.00	586,693.00	0	6,613.10
	Division 4110 - LIBRARY SERVICES Totals	<u>\$586,693.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$586,693.00</u>	<u>0%</u>	<u>\$6,613.10</u>
	Department 31 - LIBRARY Totals	<u>\$586,693.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$586,693.00</u>	<u>0%</u>	<u>\$6,613.10</u>
	EXPENSE TOTALS	<u>\$586,693.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$586,693.00</u>	<u>0%</u>	<u>\$6,613.10</u>
	Fund 302 - Library Capital Totals						
	REVENUE TOTALS	550,000.00	.00	.00	550,000.00	0%	.00
	EXPENSE TOTALS	586,693.00	.00	.00	586,693.00	0%	6,613.10
	Fund 302 - Library Capital Net Gain (Loss)	<u>(\$36,693.00)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$36,693.00</u>	<u>0%</u>	<u>(\$6,613.10)</u>

Account	Account Description	Annual Budget Amount	MTD Actual Amount	YTD Actual Amount	Budget Less YTD Actual	% of Budget	Prior Year Total Actual
Fund Category Governmental Funds							
Fund Type Capital Project Funds							
Fund 303 - Library State Grant							
REVENUE							
Department 31 - LIBRARY							
Division 4112 - PUBLIC LIBRARY STATE GRANT							
43377	STATE GRANT PUBLIC LIBRARY	3,000.00	.00	.00	3,000.00	0	3,348.84
	Division 4112 - PUBLIC LIBRARY STATE GRANT Totals	<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>	<u>0%</u>	<u>\$3,348.84</u>
	Department 31 - LIBRARY Totals	<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>	<u>0%</u>	<u>\$3,348.84</u>
	REVENUE TOTALS	<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>	<u>0%</u>	<u>\$3,348.84</u>
EXPENSE							
Department 31 - LIBRARY							
Division 4112 - PUBLIC LIBRARY STATE GRANT							
6480	BOOKS ADULT	3,000.00	.00	.00	3,000.00	0	119.53
	Division 4112 - PUBLIC LIBRARY STATE GRANT Totals	<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>	<u>0%</u>	<u>\$119.53</u>
	Department 31 - LIBRARY Totals	<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>	<u>0%</u>	<u>\$119.53</u>
	EXPENSE TOTALS	<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>	<u>0%</u>	<u>\$119.53</u>
	Fund 303 - Library State Grant Totals						
	REVENUE TOTALS	3,000.00	.00	.00	3,000.00	0%	3,348.84
	EXPENSE TOTALS	3,000.00	.00	.00	3,000.00	0%	119.53
	Fund 303 - Library State Grant Net Gain (Loss)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$3,229.31</u>
	Fund Type Capital Project Funds Totals						
	REVENUE TOTALS	560,000.00	.00	.00	560,000.00	0%	11,040.37
	EXPENSE TOTALS	596,693.00	.00	.00	596,693.00	0%	10,293.19
	Fund Type Capital Project Funds Net Gain (Loss)	<u>(\$36,693.00)</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$36,693.00</u>	<u>0%</u>	<u>\$747.18</u>
	Fund Category Governmental Funds Totals						
	REVENUE TOTALS	1,472,553.00	.00	.00	1,472,553.00	0%	785,047.61
	EXPENSE TOTALS	1,509,246.00	.00	156.68	1,509,089.32	0%	749,266.06
	Fund Category Governmental Funds Net Gain (Loss)	<u>(\$36,693.00)</u>	<u>\$0.00</u>	<u>(\$156.68)</u>	<u>\$36,536.32</u>	<u>0%</u>	<u>\$35,781.55</u>
	Grand Totals						
	REVENUE TOTALS	1,472,553.00	.00	.00	1,472,553.00	0%	785,047.61
	EXPENSE TOTALS	1,509,246.00	.00	156.68	1,509,089.32	0%	749,266.06
	Grand Total Net Gain (Loss)	<u>(\$36,693.00)</u>	<u>\$0.00</u>	<u>(\$156.68)</u>	<u>\$36,536.32</u>	<u>0%</u>	<u>\$35,781.55</u>

Fort Dodge Public Library Board of Trustees Bylaws

Library Board

According to the requirements of Ordinance 2.64.020, City of Fort Dodge, the Library Trustees of the Fort Dodge Public Library shall consist of five members to be appointed by the Mayor, with the approval of the City Council.

Qualifications

All members of the Board shall be bona fide citizens and residents of the city, except one nonresident member who must be a bona fide citizen and resident of Webster County, and all shall be over the age of eighteen.

Organization

All appointments to the Board shall be for five (5) years, except to fill vacancies, with terms normally commencing on July 1. Trustees shall be subject to a two (2) term limit.

Vacancies in the Board due to resignation during the year shall be filled by appointment of the Mayor, with the approval of the Council. The new Trustee shall fill out the unexpired term and this time shall not be considered as a term for the two (2) term limitation if the appointment occurs with less than half of the unexpired term remaining.

Trustees shall receive no compensation for their services.

Powers and Duties

~~The general powers and duties of the Fort Dodge Public Library Trustees are outlined in Ordinance 2.64.050, City of Fort Dodge.~~

The Board ~~of Trustees~~ shall exercise its powers and duties ~~by~~ as follows:

- Employ a competent and qualified Library Director
- Evaluate the performance and effectiveness of the Director in fulfilling their duties and responsibilities on an annual basis
- Determine and adopt written policies to govern all operations and programs of the Library, in consultation with the Director as necessary
- ~~Cooperating with the Library Director in determining and adopting written policies to govern the operation and program of the library including personnel policies and policies governing the selection of library materials, supplies, and equipment~~
- Report to and cooperate with other public officials, boards, and ~~the Fort Dodge and Webster County residents~~ ~~community as a whole to~~ in support of a good public relations program ~~for the public library; within the community~~

- Approve the annual budget and seek support for library operations and special projects
- ~~Assisting in the preparation of and seeking adequate support for the annual budget, as well as encouraging private support and funding;~~
- Participate in the development of a long-range plan for the Library and work toward the achievement of this plan
- ~~Developing a long-range plan for the library and working toward its achievement with the help of the Library Director and staff;~~
- Accept gifts and approve all library expenditures
- Participate in development training opportunities each year in accordance with the State Library of Iowa's *In Service to Iowa Public Library Standards*
- Make a recommendation to the Mayor when a Board vacancy occurs

Officers

The officers of the board shall consist of a President, a Vice-President and a Secretary.

~~Their~~ An individual's term of office shall be for one year. Officers shall be elected at the ~~Annual Meeting~~ June board meeting and installed at the annual meeting in July. ~~hold office until their successors are elected and installed.~~ Officers may succeed themselves in office, provided that none serves more than two consecutive terms in the same office.

The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers in accordance with their titles.

Meetings

Regular meetings shall be held monthly in the Library's Board room, ~~hour and~~ time and date to be determined by the Board at the annual meeting each year.

The annual meeting will be held in July each year.

Special meetings may be held at any time at the call of the President or at the call of any two members of the Board, or upon recommendation of the Library Director, provided that notice is given to all Trustees and local media at least 24 hours in advance of the special meeting.

A quorum at any meeting shall consist of three or more members. Attendance by one or more members via conference call or video conferencing software shall be acceptable to ensure a quorum.

Order of Business (or at the discretion of the Board President):

- Call to Order/Determination of Quorum
- Agenda Approval
- Approval of Minutes
- Comments/Questions from the Public

- Bills & Financial Reports
- Communications/Board Education
- Committee Reports
- Director's Report
- Old Business
- New Business
- Adjournment

An agenda for Board meetings shall be prepared by the Library Director, in cooperation with the President of the Board, at least 24 hours before the meeting. Other Trustees may place items on the agenda at least 24 hours before the meeting.

All meetings of the Board are open to members of the public who wish to observe. Non-board members who wish to address the Board should request a place on the agenda no later than 24 hours before the time established for the meeting. The request must be directed to the Board President or ~~the~~ Library Director.

An informal parliamentary procedure is used, roughly based on Roberts Rules of Order where convenient. The Board President or presiding officer shall in all cases be free to vote, make motions, and enter discussion at any point.

Committees

The Board President may appoint ~~such~~ special committees of two members as ~~may be~~ needed ~~from time to time~~.

Amendments to Bylaws

Amendments to these Bylaws may be adopted ~~by a majority vote~~ at any regular meeting of the Board, provided that notice of ~~the~~ proposed amendments ~~be given to all~~ has been made available to members of the Board ~~not less than at least~~ 24 hours ~~in advance of~~ before the meeting.

Approved 88
 Amended 9/90, 6/91, 4/04
 Amended 2/27/2012
 Amended 01/26/2015
 Amended 01/23/2019
 Amended 12/27/2021
 Amended 05/2024

Fort Dodge Public Library

Behavior Expectations ~~Conduct in the Library~~

Purpose

The Fort Dodge Public Library supports the rights of all individuals to:

- Friendly, courteous, and respectful service.
- Free and equal access to information.
- Privacy and confidentiality in their use of library services and collections.
- A clean, comfortable, and pleasant environment.
- Use of the library and its services undisturbed without threat of harm, interference, or discrimination.

Use of library facilities and resources implies acceptance of its Conduct Policy, which are based on these basic principles:

- Respect other patrons and their right to have a positive experience of the library.
- Respect staff members whose responsibility it is to help you get the most from your library experience and to maintain a safe, comfortable atmosphere for everyone.
- Respect all library facilities, materials, computers, equipment, and resources, and understand and follow [any](#) rules [or](#) [policies](#) related to their use.

Expectations of Patrons in the Library

- Act legally and ethically by demonstrating respect to library staff and fellow users.
- Follow all local, state, and federal laws and policies.
- Use library cards appropriately. An individual may only use their own library card to access library computers, to check out materials or to use online resources.
- Use all collections, equipment, facilities, and furniture on the premises for their intended purposes.
- Converse, play, use audible devices and/or collaborate in places that are not designated as quiet areas at a volume that is respectful to other library users.
- Limit noise including conversations and use of audible devices in places designated as quiet areas.
- Cell phone ringers should be set to [low](#) [silent](#) or vibrate and cell phone conversations, when necessary, should be conducted at a reasonable volume in a study room, the lobby or outside the building.
- Provide proper supervision of children at all times. A parent or caregiver is responsible for the safety, behavior, and well-being of their children on library property. (See Unattended Child/Safe Child Policy)
- Dress appropriately including keeping your upper and lower body and feet covered at all times.
- Maintain proper personal hygiene so as not to offend others with strong, pervasive odors including body odor and odors caused by cologne, [grooming products](#), [lotions](#), [incense](#), [vaping products](#), tobacco or alcohol.
- Share library equipment and furniture so that no one person monopolizes library property or prevents others from using them.
- Cooperate with staff and allow belongings to be searched in order to prevent unauthorized removal of library materials and equipment.

Things Patrons May Not Do

- Interfere with another person's enjoyment of library services and facilities.
- Use seating in the Children's Department if you are an adult and unaccompanied by a minor. You may use seating available in all other public areas of the library.
- Bring animals into the library except for service animals necessary for those with disabilities. (See Animals in the Library Policy)
- Consume food or beverages except for those non-alcoholic beverages in lidded containers in any public areas of the library other than the meeting rooms.
- Sleep on library premises or exhibit the appearance of sleep (except for attended children).
- Move chairs, tables, equipment or other furniture without staff permission.
- Use bathrooms for unreasonable or unintended purposes including bathing and laundering/rinsing items.
- Deposit litter/trash anywhere other than in garbage receptacles provided.
- Engage in sexual activity of any kind or cause sexual harassment or indecent exposure anywhere on library property.
- Smoke or use tobacco products on library property. (See Tobacco Free/Nicotine Free Policy)
- Consume, possess, or be under the influence of illicit or intoxicating substances on library premises.
- Harass, intimidate, or discriminate against any library staff member or patron including cursing, campaigning, unwanted recruiting of any type, or sexual or physical threats.
- View sexually explicit images on the Internet using any computer or mobile device or violate the library's Internet Access and Use Policy.
- Leave packages, backpacks, purses or any other personal items unattended. Personal property must be within sight of the owner.
- Congregate on library premises in a manner that obstructs access to or interferes with use of library facilities or services or where such activity is likely to result in an unsafe or intimidating environment. This includes solicitation and panhandling as well as distribution of leaflets or unauthorized notices.
- Conduct media or commercial photography or filming without prior permission from a member of the library's management team.
- Bring or use outdoor and/or sporting equipment in the library.

Enforcement

Library staff members have the authority to decide what is considered appropriate behavior and to enforce this policy. Inappropriate behavior as outlined above or the commission of any crime on library property will have consequences. Patrons may be asked to leave the library premises immediately. In addition, a patron may be barred from library premises temporarily or permanently depending on the severity of the offense. To enforce these policies, library staff members are authorized to call for police assistance or take any other measures reasonably appropriate and necessary.

Approved: 8/97

Revised: 7/31/2017; 10/26/2021; 05/2024

Fort Dodge Public Library

Public Participation ~~Policy~~

Purpose

The Fort Dodge Public Library Board of Trustees encourages community members to share their views. The Board agenda includes time at each meeting for comments. In order for the Board to fulfill its obligation to complete the scheduled agenda and conduct library business in an effective and efficient manner, a maximum of 20 minutes of public participation will be permitted. Comments from community members will not change the scheduled meeting agenda.

General Policies

Members of the public wanting to address the Library Board are asked to sign in prior to the meeting being called to order and provide their name, address, group affiliation (if appropriate), and topic on which they wish to speak. Those who have indicated they wish to speak will be recognized in the order in which they signed in.

Each speaker will be given a maximum of five (5) minutes to share their views with the Board and no person may speak more than once per meeting. If several community members wish to speak, the presiding officer will determine how much time each will be allotted until the total public participation time of 20 minutes is used. The rules may be suspended at the presiding officer's discretion.

All remarks should be addressed to the Board of Trustees as a body and not to any Trustee specifically. Public comments must be relevant to the operation of the Library. The presiding officer will rule on the relevancy of public comments. Behavior that is abusive, personal, ~~impertinent~~, irrelevant, ~~loud~~, threatening, slanderous or profane will not be allowed. Persons not following this policy may be asked to leave the meeting.

The Library Board will not take immediate action on issues raised during the public comment portion of the meeting. However, the Board may ask questions for clarification. If a response or action is needed, it will come after the Board has had time to deliberate the issue or seek additional information.

If a community member wishes to share additional comments, or did not have the opportunity to speak due to time constraints, they may put their comments in writing. All communication with the Library Director or Board of Trustees is public information.

All meetings are held in open session unless closed sessions are held as expressly permitted by State law (Code of Iowa, Section 21.3 Meetings of governmental bodies). The public cannot attend closed sessions. A closed session may be held only by affirmative vote of either two-thirds of the body or all of the members present at the meeting and in accordance with State law (Code of Iowa, Section 21.5 Closed session).

Adopted 04/2021; Revised 05/2024

Fort Dodge Public Library

Video Security Cameras Policy

Purpose

The Fort Dodge Public Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because library staff is are unable to provide direct supervision over all areas within the building and on library grounds, video security cameras have been placed at selected locations in order to observe and record visible activities of persons within the Library and on its grounds in lieu of direct supervision.

Observation of activity, whether in real time or from digitally recorded storage, shall be limited to activities that are specific to library operations, may affect the safety and security of library patrons and staff, and provide protection for library assets or property. Real-time monitors may be set up in public areas at the discretion of the Library Director.

Privacy and Confidentiality

Camera placement shall be determined by the Library Director, in consultation with safety and security experts. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such recordings will be treated as confidential as provided in Iowa Code 22.7 (13). Only designated library staff may view real time images or screen recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence by the library staff under the Library's confidentiality policy.

Public Notice

Signage shall be conspicuously displayed within the Library advising of the recording of video images. Conversations or other audible communications shall not be monitored or recorded by the security cameras.

Data Storage

Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage system allows for images to be stored for at least 60 days. Current software deletes images automatically as the capacity of the hard drive is reached. The Library is not obligated to store images past the 60-day limit.

Ability to Access Recorded Data

The Library Director holds the authority to designate library staff members who may access video in real time or recorded formats. Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work area for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

Law Enforcement

All requests for the viewing of real time or recorded imagery by law enforcement officials must be presented to the Library Director. If ~~the library director is~~ they are unavailable, such requests shall be presented to the ~~administrative or~~ supervisory staff member(s) designated by the Library Director to hold such authority. Law enforcement may view recorded images unless such images include records protected by Iowa Code 22.7 (13), in which case such records would be released only pursuant to a valid court order.

Public Disclosure

All requests for public disclosure of recorded images shall be presented to the Library Director ~~or the administrative staff member designated to act in their stead~~. Guidelines for public disclosure of video imagery shall follow the procedures established by the Library Director in accordance with Iowa Code Chapter 22.

Adopted 12/26/2017
Revised 06/28/2021
Revised 05/2024