

**Fort Dodge Public Library  
Board of Trustees  
Meeting Agenda  
Thursday, December 21, 2023  
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
- VIII. Director's Report
- IX. Old Business
  - a. Approve FY25 Budget Proposal
- X. New Business
  - a. Annual Review – Director
  - b. Borrowing Library Materials Policy – Revision
  - c. Fines and Fees Addendum – Revision
  - d. Library Cards and Card Holder Responsibilities Policy – Revision
  - e. Public Access Computers Policy - Revision
- XI. Adjournment

Next Meeting: Monday, January 22, 2024 3:30 p.m.

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

## **Meeting Minutes**

November 27, 2023

### **I. Call to order/Roll Call**

President Kelly Hindman called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:32 p.m. on November 27, 2023 at the Fort Dodge Public Library.

The following persons were present: Rita Schmidt (Director), James Kramer, Sheryl Griffith, Merrily Dixon, Kelly Hindman, and Jenn Becker (Guest).

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

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

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

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

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

Jenn Becker, FDPL Foundation Board Member, presented ideas to support the children's area. The Library Board thanked Becker for her contribution of ideas.

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

A. Griffith moved payments in the amount of \$2,605.18 to be approved in the Gift and Memorial Accounts. Kramer seconded. Motion carried.

B. Kramer moved payments in the amount of \$8,510.70 to be approved in the City Funds Accounts. Griffith seconded. Motion carried.

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

### **VII. Committee Reports**

A. Foundation – A review of investments was discussed.

B. Friends – The book sale totals were great. Volunteers are needed for the book sale and children's open houses.

### **VIII. Directors Report**

#### **Budget**

- The preliminary FY25 budget is included in this month's packet.
- Schmidt has filed E-Rate for FY25.
- The library's Bridges fees will increase beginning FY25 to facilitate purchasing more copies of popular items in the future.

#### **Website**

- Admin training for the website is complete. Other roles are still training.
- Staff is reviewing the site for errors/changes that need to be made.

#### **Programming**

- Schmidt held a coloring program at St. Olaf's Lutheran Church on November 21<sup>st</sup>.

#### Personnel

- Pascale Bruns was hired to fill the full-time Library Assistant II position. Her first day was November 14<sup>th</sup>. She has library experience and a Master's degree in library science.
- Management attended mandatory harassment training on November 13<sup>th</sup>. The remainder of the staff attend on December 5<sup>th</sup>. The library will close at noon that day and staff will spend remainder of the day reviewing circulation procedures and discussing changes to processes that may improve workflow.

#### Misc.

- The library contributed a branded bag and mug to Mainstreet Fort Dodge Merry on Mainstreet/Small Business Saturday celebration.
- Schmidt met with new council members, Megan Secor and Jen Crimmins, to brief them on the library's inner workings.
- On November 8<sup>th</sup> a woman informed staff that a man had approached her and asked her to watch a quart sized bag filled with what appeared to be dried weeds. The police were contacted to collect it. The gentleman has not been seen since the incident.

#### **IX. Old Business**

#### **X. New Business**

- A. Preliminary Budget Review – The Library Board approved the proposed budget for FY25.

#### **XI. Adjournment**

Griffith moved a motion to adjourn. Seconded by Dixon. The motion carried. The meeting was adjourned at 4:38 p.m.

**FDPL Memorial Account  
Ending December 31, 2023**

<b>Accounts</b>	<b>Beginning Balance</b>	<b>December Income</b>	<b>December Expense</b>	<b>YTD Expense</b>	<b>Remaining Balance</b>	<b>% Expended</b>
Children's Programming	5,168.28	5,000.00	720.19	5,735.02	4,671.21	55%
Adult Programing	370.38			356.19	119.09	75%
YA Programming	1,481.74			466.37	1,015.37	31%
Magazine/Newspapers	2,981.98	6,500.00	4,957.76	5,797.06	3,684.92	61%
General Donations & Gifts	3,196.63	600.00	177.28	1,737.91	3,828.60	31%
Donation Box	3,751.57	1.25		133.38	3,722.94	3%
Vend Print	10,213.82	623.96	94.62	1,138.09	10,643.68	10%
Meeting Room	2,789.36			-	2,789.36	0%
Lost & Paid/Processing Fees	1,796.27	32.15	129.06	764.50	1,955.85	28%
Interlibrary Loan	3,956.19			18.00	3,938.19	0%
Library Cards	331.55	5.00		-	362.55	0%
Administrative Programming	245.16	62.52		-	449.86	0%
Ann Smeltzer Charitable Trust	2,937.09		324.00	602.77	8,334.32	7%
Maxine Hillesland Trust	39,153.76			20,880.27	43,888.79	32%
Shiny Top Adult Programming	44.74			44.74	-	100%
Dolores Schermer Estate	10,492.42			-	10,492.42	0%
	<b>88,910.94</b>	<b>12,824.88</b>	<b>6,402.91</b>	<b>37,674.30</b>	<b>99,897.15</b>	<b>27%</b>
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>
4879	12/14/2023	WellsFargoVisa# 4138, 3342 Adult prg, summer rdg	070440	6419	\$ 814.81	\$720.19 Ch Prg (Friends), \$94.62 vendprint
4880	12/21/2023	Ingram gifts/memorials, L&P	056900	6419	\$ 306.34	\$177.28 general gifts \$129.06 L&P
4881	12/21/2023	Cengage Learning/Gale book kit	001693	6419	\$ 324.00	Smeltzer
4882	12/21/2023	WT Cox magazine subscriptions	130268	6419	\$ 4,957.76	magazines (Friends)
total					\$ 6,402.91	

# Accounts Payable Invoice Report

G/L Date Range 12/01/23 - 12/31/23  
 Report By Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Vendor 747 - ACCESS SYSTEMS</b>									
35483712	copier lease	Edit		12/11/2023	12/22/2023	12/21/2023			308.82
			Vendor 747 - ACCESS SYSTEMS Totals			Invoices	1		<u>\$308.82</u>
<b>Vendor 2348 - AMAZON CAPITAL SERVICES</b>									
1Y9R-RWRG-6W74	DVDs	Edit		12/04/2023	12/22/2023	12/21/2023			212.56
19VX-HV3K-VTRW	DVDs	Edit		12/11/2023	12/22/2023	12/21/2023			49.91
1Q7M-1VFD-RDKQ	DVDs	Edit		12/18/2023	12/22/2023	12/21/2023			109.04
			Vendor 2348 - AMAZON CAPITAL SERVICES Totals			Invoices	3		<u>\$371.51</u>
<b>Vendor 1162 - BLACKSTONE PUBLISHING</b>									
2130821	audio books	Edit		12/01/2023	12/22/2023	12/21/2023			196.75
2131680	audio books	Edit		12/07/2023	12/22/2023	12/21/2023			36.00
2132334	audio books	Edit		12/12/2023	12/22/2023	12/21/2023			176.77
2132661	audio books	Edit		12/13/2023	12/22/2023	12/21/2023			32.00
			Vendor 1162 - BLACKSTONE PUBLISHING Totals			Invoices	4		<u>\$441.52</u>
<b>Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC</b>									
01004196	misc bldg supp	Edit		12/11/2023	12/22/2023	12/21/2023			216.00
			Vendor 16150 - CENTRAL IOWA DISTRIBUTING, INC Totals			Invoices	1		<u>\$216.00</u>
<b>Vendor 40455 - FRONTIER COMMUNICATIONS</b>									
120723	line charge	Edit		12/07/2023	12/22/2023	12/21/2023			60.62
			Vendor 40455 - FRONTIER COMMUNICATIONS Totals			Invoices	1		<u>\$60.62</u>
<b>Vendor 52495 - IOWA COMMUNICATIONS NETWORK</b>									
685505 LIB	internet services	Edit		12/05/2023	12/22/2023	12/21/2023			249.90
			Vendor 52495 - IOWA COMMUNICATIONS NETWORK Totals			Invoices	1		<u>\$249.90</u>
<b>Vendor 72499 - MENARDS INC</b>									
02534	clock kit	Edit		12/01/2023	12/22/2023	12/21/2023			8.99
			Vendor 72499 - MENARDS INC Totals			Invoices	1		<u>\$8.99</u>
<b>Vendor 259 - MICRO MARKETING LLC</b>									
939924	audio books	Edit		11/30/2023	12/22/2023	12/21/2023			31.49
940747	audio books	Edit		12/12/2023	12/22/2023	12/21/2023			51.49
			Vendor 259 - MICRO MARKETING LLC Totals			Invoices	2		<u>\$82.98</u>
<b>Vendor 73975 - MID-AMERICAN ENERGY</b>									
547386171	electricity charges	Edit		12/12/2023	12/22/2023	12/21/2023			2,775.70
			Vendor 73975 - MID-AMERICAN ENERGY Totals			Invoices	1		<u>\$2,775.70</u>
<b>Vendor 90670 - QUILL CORP.</b>									
108961127	misc office supp	Edit		12/11/2023	12/22/2023	12/21/2023			272.90
			Vendor 90670 - QUILL CORP. Totals			Invoices	1		<u>\$272.90</u>
<b>Vendor 261 - SHOWCASES</b>									
327687	dvd cases	Edit		11/27/2023	12/22/2023	12/21/2023			124.80
			Vendor 261 - SHOWCASES Totals			Invoices	1		<u>\$124.80</u>
<b>Vendor 130076 - TODAY'S BUSINESS SOLUTIONS, INC.</b>									
112723-163	quarterly fax charges	Edit		11/30/2023	12/22/2023	12/21/2023			101.60
			Vendor 130076 - TODAY'S BUSINESS SOLUTIONS, INC. Totals			Invoices	1		<u>\$101.60</u>

# Accounts Payable Invoice Report

G/L Date Range 12/01/23 - 12/31/23  
 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 <b>115620 - WOODMAN CONTROLS COMPANY</b> 2554	tech support program billing	Edit		11/30/2023	12/22/2023	12/21/2023			1,200.00
Vendor <b>115620 - WOODMAN CONTROLS COMPANY</b> Totals						Invoices	1		<u>\$1,200.00</u>
Vendor <b>2253 - WOODRIVER ENERGY LLC</b> 372086	#6323	Edit		12/14/2023	12/22/2023	12/21/2023			1,226.33
Vendor <b>2253 - WOODRIVER ENERGY LLC</b> Totals						Invoices	1		<u>\$1,226.33</u>
Grand Totals						Invoices	20		<u><u>\$7,441.67</u></u>

## **Director's Report – December 2023**

### **Budget**

- Included in this month's packet is a revised draft of our FY25 budget proposal. HR made some adjustments to our personnel lines, resulting in an \$8,692 reduction in those expenses for next fiscal year. I also zeroed out the Library Fines/Forfeitures revenue line since our goal is to be fine free next fiscal year. I also bumped our Library Charges/Fees line by \$1,000 since we have seen an increase in revenues thanks to our ScanEZ station and faxing/photocopying services.
- We received four bids in response to our E-Rate Form 470. Included in your board packet is a copy of the bid matrix showing each company's charges per month for 1GB service for one, three, and five year contract periods. Fort Dodge Fiber had the lowest monthly rate after discount for all proposed contract periods. Once the filing window for Form 471 opens early next year and I can submit our paperwork, I plan to sign a five year contract with Fort Dodge Fiber for Internet service.

### **Programming**

- I will be hosting an adult coloring session at St. Olaf's Lutheran Church on Monday, December 18<sup>th</sup> from 1:00 p.m. – 3:00 p.m.
- I have been invited to speak to the Fort Dodge Noon Sertoma club on Thursday, January 4<sup>th</sup>.
- Erika will be doing a visions board program for adults and teens on Tuesday, January 16<sup>th</sup> from 5:30 p.m. – 7:30 p.m.

### **Building**

- The city's Building Maintenance Supervisor and 365Mechanical determined that the problems we are having with the boilers tripping on a regular basis are due to piping and venting issues. When the building was built the piping was installed incorrectly. The run between the boilers and the outside should have been shorter and the pipes should have been 4" in diameter and not the 3" we have now. 365Mechanical estimated it will cost approximately \$3,700.00 to fix the problem. Since the boilers have been tripping several times a week and it's a major nuisance, I went ahead and authorized the work. They will hopefully have the project completed before the board meeting on December 21<sup>st</sup>. We can use capital improvement monies to pay for these repairs.

### **Policies**

- Many of you know that I've wanted to eliminate overdue DVD fines for several years now. With all of our recent staff changes, I decided this was the perfect time to discuss it with everyone and develop some standard procedures for handling overdue DVDs and encouraging patrons to return them on time. Included in this month's board packet are revised copies of the three policies that mention fines. All references to fines have been eliminated and the Fines and Fees Addendum has also been revised to reflect the proposed change. If you have any questions or concerns about this please contact me.



FY24	Total Points	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 1	Vendor 2	Vendor 3	Vendor 4
		Fort Dodge Fiber	Frontier	ICN	Nextlink	Fort Dodge Fiber	Frontier	ICN	Nextlink	Fort Dodge Fiber	Frontier	ICN	Nextlink
Length of Contract		1 Year - 1GB	1 Year - 1GB	1 Year - 1GB	1 Year - 1GB	3 Year - 1 GB	3 Year- 1 GB	3 Year - 1GB	3 Year - 1GB	5 Year - 1GB	5 Year - 1GB	5 Year - 1GB	5 Year - 1GB
Charges per Month		\$550.00	\$1,350.00	N/A	\$1,500.00	\$550.00	\$715.00	N/A	\$1,100.00	\$550.00	\$600.00	\$945.00	\$1,050.00
Charges per Month after Discount		\$110.00	\$270.00		\$300.00	\$110.00	\$143.00		\$220.00	\$110.00	\$120.00	\$189.00	\$210.00
NRC - Switching Fee			\$250.00										
<b>Factors to Consider</b>													
Cost of Eligible Goods and Services	50	49	30	0	28	49	45	0	30	49	47	40	38
Prior Experience with Vendor	10	5	0	0	0	5	0	0	0	5	0	10	0
Availability of Services in Area	15	15	15	0	15	15	15	0	15	15	15	15	15
Local or In State Preference	10	10	0	0	0	10	0	0	0	10	0	10	0
Flexible Invoicing (BEAR 472/SPI 474)	10	10	10	0	10	10	10	0	10	10	10	10	10
Customer Service	5	5	3	0	3	5	3	0	3	5	3	5	3
<b>Total</b>	<b>100</b>	<b>94</b>	<b>58</b>	<b>0</b>	<b>56</b>	<b>94</b>	<b>73</b>	<b>0</b>	<b>58</b>	<b>94</b>	<b>75</b>	<b>90</b>	<b>66</b>

## Fort Dodge Public Library – November 2023

### **Circulation**

2023: 5,480

2022: 5,773

### **Gate Count**

2023: 4,563

2022: 4,002

### **Internet Computers Use**

Total Number of Logins: 304

Total Time Used: 8 days 6 hours 12 minutes

Average Time Used: 39 minutes

### **Public WiFi Use**

Number of Unique Users: 23

Total Session Count: 44

Total Time Used: 17 hours 49 minutes

Avg. Session Time: 24 minutes

### **Library Programs - Adults**

Number of Programs: 6

Total Participation: 61

### **Library Programs - Teens**

Number of Programs: 1

Total Participation: 14

### **Library Programs - Children**

Number of Programs: 4

Total Participation: 559

### **Adventure Pass Use**

Total Number of Passes Borrowed: 3

Blank Park Zoo: 0; Des Moines Botanical Gardens: 2; Des Moines Children's Museum: 1;

Reiman Gardens: 0; Science Center of Des Moines: 0

### **Hoopla Usage**

New Patrons: 10

Unique Patrons: 123

Circulations: 620

Avg. Circs/Patron: 5

Avg. Circ Price: \$1.96

Amount Spent: \$1,305.12

### **ScanEZ Usage**

Total Number of Pages: 918

Total Number of Jobs: 211

Scan to Copy: 640 pages (\$69.25)

Scan to Fax: 101 pages (\$23.50)

Scan to Email: 152 pages (no charge)

Scan to USB: 25 pages (no charge)

Total Payments: \$92.75

## 11/30 Staff Meeting

- Choose a drink from Stella's for Jessica's 5 year anniversary + we'll have breakfast pizza.
- Harassment training Dec 5 @ 1 PM council chambers. Return @ 3 to review circulation procedures + see new website.
- Dec 12<sup>th</sup> website scheduled to go live!
- Keep an eye on Herman. Rita has talked to him though
- Please let children's dept know of incidents in the building.

## 12/19 Staff Meeting

- New website is live! Thank you for your help + patience.
- Board will review policies next Thursday for us to go fine free. (Hopefully Jan 2nd). In the meantime let patrons know we will retroactively waive DVD fines if approved. Let them c/o even if over limit.
- Cozy Reading Sat 10-noon (Teens + Adults)
- Waiting for Santa Saturday 9<sup>30</sup>-12<sup>30</sup>

**Ending December 31, 2023**

**FDPL Foundation Fund**

	<b>YTD Budget</b>	<b>December Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
228 Advertising	7,552.77			6,457.77	6,457.77	14%
248 Adult Programming	11,916.51	1,181.22		11,742.68	10,561.46	11%
___Young Adult Programming	3,000.00			3,000.00	3,000.00	0%
260 Technology	70,700.63	1,379.64		57,512.13	56,132.49	21%
268 Audio/Visual Materials	16,122.83			15,275.19	15,275.19	5%
278 Staff Development	5,932.45	877.23		5,752.01	4,874.78	18%
301 Building Supplies	7,784.16	322.50		2,283.80	1,961.30	75%
321 Operating Supplies	2,223.32	365.90		1,696.32	1,330.42	40%
610 Adult Materials	71,724.70			67,105.78	67,105.78	6%
620 Children Materials	29,572.14			29,572.14	29,572.14	0%
640 Young Adult Materials	19,734.94			18,814.35	18,814.35	5%
Fawkes Monies	31,192.11	2,076.88		28,614.62	26,537.74	15%
	<b>277,456.56</b>	<b>6,203.37</b>	<b>-</b>	<b>247,826.79</b>	<b>241,623.42</b>	<b>13%</b>

**FDPL-F Deardorf**

	<b>YTD Budget</b>	<b>December Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
___Technology/Non-Print	12,500.00			12,500.00	12,500.00	0%
510 Adult Materials	20,004.19	3,053.62		5,587.91	2,534.29	87%
520 Children's Materials	10,000.00	139.05		5,862.82	5,723.77	43%
540 Young Adult Materials	5,030.48	267.49		2,808.43	2,540.94	49%
568 Adult Audio/Visual Materials	43,576.39	53.39		41,839.78	41,786.39	4%
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%
	<b>125,266.79</b>	<b>3,513.55</b>	<b>-</b>	<b>89,289.29</b>	<b>85,775.74</b>	<b>32%</b>

**FDPL-F AXY Fdn Grant**

	<b>YTD Budget</b>	<b>December Expense</b>	<b>YTD Expense</b>	<b>Beginning Balance</b>	<b>Remaining Balance</b>	<b>% Expended</b>
<b>Accounts</b>						
670 AXY Grant	4,657.46		-	4,657.46	4,657.46	0%
	<b>4,657.46</b>	<b>-</b>	<b>-</b>	<b>4,657.46</b>	<b>4,657.46</b>	<b>0%</b>

## GENERAL FUND

	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Received</b>
<b>Revenues</b>	<b>886,697</b>	<b>73,076</b>	<b>426,882</b>	<b>48.14%</b>
<b>GENERAL REVENUES</b>				
(41005) PROPERTY TAX, PUBLIC LIBRARY	521,425	63,426	288,132	55.26%
(43915) WEBSTER CO- LIBRARY	142,000	0	47,610	33.53%
(44810) LIBRARY CHARGES, FEES	4,000	630	3,136	78.40%
(45020) LIBRARY FINES, FORFEITURES	2,000	319	740	37.02%
(46010) INTEREST - LIBRARY	1,500	1,221	3,572	238.16%
(49110) LIBRARY EMPL BENEFITS REIMB	215,772	7,480	83,691	38.79%
	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Expended</b>
<b>Expenses</b>	<b>886,697</b>	<b>63,983</b>	<b>362,761</b>	<b>40.91%</b>
<b>PERSONNEL SERVICES</b>				
(6100) ALL PERSONAL SERV	568,125	41,114	225,301	39.66%
(6129) FICA CONTRIB	35,225	2,484	14,221	40.37%
(6130) MEDICARE CONTRIBUTION	8,238	581	3,326	40.37%
(6131) CITY CONTRIB FOR IPERS	53,632	3,881	21,863	40.76%
(6137) GROUP INSURANCE	118,677	8,388	52,135	43.93%
<b>CONTRACTUAL SUPPLIES &amp; SVCS</b>				
(6207) PROFESSIONAL FEES	750	485	842	112.24%
(6249) POSTAGE	3,000	0	0	0.00%
(6251) FREIGHT	150	0	30	20.00%
(6259) MAINTENANCE CONTRACTS	24,000	631	13,833	57.64%
(6264) EQUIPMENT-REPAIR/MAINTENANCE	10,000	15	836	8.36%
(6268) INTERNET SERVICES	3,600	250	1,000	27.77%
(6271) TELEPHONE SERVICE	800	61	302	37.71%
(6281) GAS/ELECTRICITY COMBINED	48,000	4,497	24,840	51.75%
<b>COMMODITIES</b>				
(6301) BUILDING SUPPLIES	7,500	1,064	2,444	32.59%
(6321) OPERATING/VEHICLE SUPPLIES	5,000	532	1,790	35.79%

<b>CAPITAL PROJECTS</b>	<b>Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>% Expended/Received</b>
<b>BUILDING FUND</b>				
Revenues				
(46110) GO BOND, LIBRARY CONSTRUCTION		0	0	
Expenses				
(6431) BUILDING RENOVATION	36,693	-	0	0.00%
<b>PUBLIC LIBRARY STATE GRANT</b>				
Revenues				
(43377) STATE GRANT, PUBLIC LIBRARY	3,000	0	0	0.00%
Expenses				
(6480) BOOKS, ADULT	3,000	0	0	0.00%
<b>ENRICH IOWA FUNDS</b>				
Revenues				
(43379) ENRICH IOWA GRANT	6,500	0	7,692	118.33%
Expenses				
(6480) BOOKS, ADULT	6,500	927	1,482	22.80%

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual Amount	2025 Department
Fund <b>002 - Library General</b>					
<b>REVENUE</b>					
Department <b>31 - LIBRARY</b>					
Division <b>4110 - LIBRARY SERVICES</b>					
<i>Property Taxes</i>					
41005	PROPERTY TAX	503,228.32	521,425.00	288,132.38	521,425.00
	<i>Property Taxes Totals</i>	<b>\$503,228.32</b>	<b>\$521,425.00</b>	<b>\$288,132.38</b>	<b>\$521,425.00</b>
<i>Fees &amp; Services</i>					
44810	LIBRARY CHARGES FEES	5,193.32	4,000.00	3,136.07	5,000.00
	<i>Fees &amp; Services Totals</i>	<b>\$5,193.32</b>	<b>\$4,000.00</b>	<b>\$3,136.07</b>	<b>\$5,000.00</b>
<i>Miscellaneous</i>					
45020	LIBRARY FINES FORFEITURES	2,025.21	2,000.00	740.44	.00
49110	EMPLOYEE BENEFITS REIMBURSEMENT	197,854.29	215,772.00	83,690.94	215,772.00
	<i>Miscellaneous Totals</i>	<b>\$199,879.50</b>	<b>\$217,772.00</b>	<b>\$84,431.38</b>	<b>\$215,772.00</b>
<i>Grants</i>					
<i>Local Grants</i>					
43915	WEBSTER CO- LIBRARY	139,712.40	142,000.00	47,609.68	142,000.00
	<i>Local Grants Totals</i>	<b>\$139,712.40</b>	<b>\$142,000.00</b>	<b>\$47,609.68</b>	<b>\$142,000.00</b>
	<i>Grants Totals</i>	<b>\$139,712.40</b>	<b>\$142,000.00</b>	<b>\$47,609.68</b>	<b>\$142,000.00</b>
<i>Use Of Money</i>					
46010	INTEREST	4,481.37	1,500.00	3,571.22	1,500.00
	<i>Use Of Money Totals</i>	<b>\$4,481.37</b>	<b>\$1,500.00</b>	<b>\$3,571.22</b>	<b>\$1,500.00</b>
	Division <b>4110 - LIBRARY SERVICES Totals</b>	<b>\$852,494.91</b>	<b>\$886,697.00</b>	<b>\$426,880.73</b>	<b>\$885,697.00</b>
	Department <b>31 - LIBRARY Totals</b>	<b>\$852,494.91</b>	<b>\$886,697.00</b>	<b>\$426,880.73</b>	<b>\$885,697.00</b>
	<b>REVENUE TOTALS</b>	<b>\$852,494.91</b>	<b>\$886,697.00</b>	<b>\$426,880.73</b>	<b>\$885,697.00</b>
<b>EXPENSE</b>					
Department <b>31 - LIBRARY</b>					
Division <b>4110 - LIBRARY SERVICES</b>					
<i>Personnel Services</i>					
6100	ALL PERSONNEL SERVICES	537,728.56	568,125.00	225,300.81	595,608.00
6129	CITY CONTRIB FOR FICA	31,963.33	35,225.00	14,221.43	36,929.00
6130	CITY CONTRIB FOR MEDICARE	7,475.27	8,238.00	3,325.98	8,637.00
6131	CITY CONTRIB FOR IPERS	48,733.84	53,632.00	21,862.96	55,478.00
6137	GROUP INSURANCE	109,681.85	118,677.00	52,134.61	111,796.00
	<i>Personnel Services Totals</i>	<b>\$735,582.85</b>	<b>\$783,897.00</b>	<b>\$316,845.79</b>	<b>\$808,448.00</b>
<i>Contractual Supplies &amp; Svcs</i>					
6207	PROFESSIONAL FEES	1,345.23	750.00	841.82	1,000.00
6249	POSTAGE	1,000.00	3,000.00	.00	1,500.00
6251	FREIGHT	70.00	150.00	30.00	150.00
6259	MAINTENANCE CONTRACTS	16,185.37	24,000.00	13,832.88	23,000.00
6264	EQUIPMENT-REPAIR/MAINTENANCE	4,350.37	10,000.00	835.68	10,000.00



Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual Amount	2025 Department
Fund	<b>002 - Library General</b>				
	<b>EXPENSE</b>				
	Department <b>31 - LIBRARY</b>				
	Division <b>4110 - LIBRARY SERVICES</b>				
	<i>Contractual Supplies &amp; Svcs</i>				
6268	INTERNET SERVICES	3,271.87	3,600.00	999.60	3,000.00
6271	TELEPHONE SERVICE	716.16	800.00	301.69	800.00
6277	TRAVEL MEALS LODGING	213.54	.00	.00	450.00
6281	GAS/ELECTRICITY COMBINED	58,842.77	48,000.00	24,839.61	55,000.00
	<i>Contractual Supplies &amp; Svcs Totals</i>	<u>\$85,995.31</u>	<u>\$90,300.00</u>	<u>\$41,681.28</u>	<u>\$94,900.00</u>
	<i>Commodities</i>				
6301	BUILDING & HOUSE SUPPLIES	5,356.83	7,500.00	2,443.97	7,500.00
6321	OPERATING SUPPLIES	2,862.30	5,000.00	1,789.58	5,000.00
	<i>Commodities Totals</i>	<u>\$8,219.13</u>	<u>\$12,500.00</u>	<u>\$4,233.55</u>	<u>\$12,500.00</u>
	Division <b>4110 - LIBRARY SERVICES Totals</b>	<u>\$829,797.29</u>	<u>\$886,697.00</u>	<u>\$362,760.62</u>	<u>\$915,848.00</u>
	Department <b>31 - LIBRARY Totals</b>	<u>\$829,797.29</u>	<u>\$886,697.00</u>	<u>\$362,760.62</u>	<u>\$915,848.00</u>
	<b>EXPENSE TOTALS</b>	<u>\$829,797.29</u>	<u>\$886,697.00</u>	<u>\$362,760.62</u>	<u>\$915,848.00</u>
	Fund <b>002 - Library General Totals</b>				
	<b>REVENUE TOTALS</b>	<u>\$852,494.91</u>	<u>\$886,697.00</u>	<u>\$426,880.73</u>	<u>\$885,697.00</u>
	<b>EXPENSE TOTALS</b>	<u>\$829,797.29</u>	<u>\$886,697.00</u>	<u>\$362,760.62</u>	<u>\$915,848.00</u>
	Fund <b>002 - Library General Totals</b>	<u>\$22,697.62</u>	<u>\$0.00</u>	<u>\$64,120.11</u>	<u>(\$30,151.00)</u>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual Amount	2025 Department
Fund	<b>003 - Scarfenburger</b>				
	<b>REVENUE</b>				
	Department <b>31 - LIBRARY</b>				
	Division <b>4119 - SCHARFENBURGER</b>				
	<i>Use Of Money</i>				
46010	INTEREST	13,879.18	6,000.00	12,904.49	6,000.00
	<i>Use Of Money Totals</i>	\$13,879.18	\$6,000.00	\$12,904.49	\$6,000.00
Division	<b>4119 - SCHARFENBURGER Totals</b>	\$13,879.18	\$6,000.00	\$12,904.49	\$6,000.00
Department	<b>31 - LIBRARY Totals</b>	\$13,879.18	\$6,000.00	\$12,904.49	\$6,000.00
	<b>REVENUE TOTALS</b>	\$13,879.18	\$6,000.00	\$12,904.49	\$6,000.00
Fund	<b>003 - Scarfenburger Totals</b>				
	<b>REVENUE TOTALS</b>	\$13,879.18	\$6,000.00	\$12,904.49	\$6,000.00
Fund	<b>003 - Scarfenburger Totals</b>	\$13,879.18	\$6,000.00	\$12,904.49	\$6,000.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual Amount	2025 Department
Fund	<b>167 - Library Memorial Fund</b>				
	<b>REVENUE</b>				
	Department <b>31 - LIBRARY</b>				
	Division <b>4116 - LIBRARY MEMORIAL</b>				
	<i>Miscellaneous</i>				
47180	CONTRIBUTIONS	69,656.41	35,000.00	35,835.63	35,000.00
	<i>Miscellaneous Totals</i>	\$69,656.41	\$35,000.00	\$35,835.63	\$35,000.00
	Division <b>4116 - LIBRARY MEMORIAL Totals</b>	\$69,656.41	\$35,000.00	\$35,835.63	\$35,000.00
	Department <b>31 - LIBRARY Totals</b>	\$69,656.41	\$35,000.00	\$35,835.63	\$35,000.00
	<b>REVENUE TOTALS</b>	\$69,656.41	\$35,000.00	\$35,835.63	\$35,000.00
	<b>EXPENSE</b>				
	Department <b>31 - LIBRARY</b>				
	Division <b>4116 - LIBRARY MEMORIAL</b>				
	<i>Capital Outlay</i>				
6419	OTHER CAPITAL EQUIPMENT	64,311.84	35,000.00	32,068.26	35,000.00
	<i>Capital Outlay Totals</i>	\$64,311.84	\$35,000.00	\$32,068.26	\$35,000.00
	Division <b>4116 - LIBRARY MEMORIAL Totals</b>	\$64,311.84	\$35,000.00	\$32,068.26	\$35,000.00
	Department <b>31 - LIBRARY Totals</b>	\$64,311.84	\$35,000.00	\$32,068.26	\$35,000.00
	<b>EXPENSE TOTALS</b>	\$64,311.84	\$35,000.00	\$32,068.26	\$35,000.00
	Fund <b>167 - Library Memorial Fund Totals</b>				
	<b>REVENUE TOTALS</b>	\$69,656.41	\$35,000.00	\$35,835.63	\$35,000.00
	<b>EXPENSE TOTALS</b>	\$64,311.84	\$35,000.00	\$32,068.26	\$35,000.00
	Fund <b>167 - Library Memorial Fund Totals</b>	\$5,344.57	\$0.00	\$3,767.37	\$0.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual Amount	2025 Department
Fund 301 - Library Enrich Iowa					
	<b>REVENUE</b>				
	Department 31 - LIBRARY				
	Division 4114 - ENRICH IOWA FUNDS				
	Grants				
	State Grants				
43379	ENRICH IOWA GRANT	7,725.74	6,500.00	7,691.53	7,000.00
	State Grants Totals	\$7,725.74	\$6,500.00	\$7,691.53	\$7,000.00
	Grants Totals	\$7,725.74	\$6,500.00	\$7,691.53	\$7,000.00
	Division 4114 - ENRICH IOWA FUNDS Totals	\$7,725.74	\$6,500.00	\$7,691.53	\$7,000.00
	Department 31 - LIBRARY Totals	\$7,725.74	\$6,500.00	\$7,691.53	\$7,000.00
	<b>REVENUE TOTALS</b>	\$7,725.74	\$6,500.00	\$7,691.53	\$7,000.00
	<b>EXPENSE</b>				
	Department 31 - LIBRARY				
	Division 4114 - ENRICH IOWA FUNDS				
	Capital Outlay				
6480	BOOKS ADULT	7,816.31	6,500.00	1,481.83	7,000.00
	Capital Outlay Totals	\$7,816.31	\$6,500.00	\$1,481.83	\$7,000.00
	Division 4114 - ENRICH IOWA FUNDS Totals	\$7,816.31	\$6,500.00	\$1,481.83	\$7,000.00
	Department 31 - LIBRARY Totals	\$7,816.31	\$6,500.00	\$1,481.83	\$7,000.00
	<b>EXPENSE TOTALS</b>	\$7,816.31	\$6,500.00	\$1,481.83	\$7,000.00
	Fund 301 - Library Enrich Iowa Totals				
	<b>REVENUE TOTALS</b>	\$7,725.74	\$6,500.00	\$7,691.53	\$7,000.00
	<b>EXPENSE TOTALS</b>	\$7,816.31	\$6,500.00	\$1,481.83	\$7,000.00
	Fund 301 - Library Enrich Iowa Totals	(\$90.57)	\$0.00	\$6,209.70	\$0.00

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual Amount	2025 Department
Fund 302 - Library Capital					
	<b>EXPENSE</b>				
	Department 31 - LIBRARY				
	Division 4110 - LIBRARY SERVICES				
	Capital Outlay				
6431	BUILDING RENOVATION	6,500.00	36,693.00	.00	36,693.00
	<i>Capital Outlay Totals</i>	\$6,500.00	\$36,693.00	\$0.00	\$36,693.00
	Division 4110 - LIBRARY SERVICES Totals	\$6,500.00	\$36,693.00	\$0.00	\$36,693.00
	Department 31 - LIBRARY Totals	\$6,500.00	\$36,693.00	\$0.00	\$36,693.00
	<b>EXPENSE TOTALS</b>	\$6,500.00	\$36,693.00	\$0.00	\$36,693.00
	Fund 302 - Library Capital Totals				
	<b>EXPENSE TOTALS</b>	\$6,500.00	\$36,693.00	\$0.00	\$36,693.00
	Fund 302 - Library Capital Totals	(\$6,500.00)	(\$36,693.00)	\$0.00	(\$36,693.00)

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Actual Amount	2025 Department
Fund 303 - Library State Grant					
<b>REVENUE</b>					
Department 31 - LIBRARY					
Division 4112 - PUBLIC LIBRARY STATE GRANT					
Grants					
State Grants					
43377	STATE GRANT PUBLIC LIBRARY	3,148.85	3,000.00	.00	3,000.00
	<i>State Grants Totals</i>	<u>\$3,148.85</u>	<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>
	<i>Grants Totals</i>	<u>\$3,148.85</u>	<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>
Division 4112 - PUBLIC LIBRARY STATE GRANT		\$3,148.85	\$3,000.00	\$0.00	\$3,000.00
	Totals				
Department 31 - LIBRARY	Totals	\$3,148.85	\$3,000.00	\$0.00	\$3,000.00
	<b>REVENUE TOTALS</b>	<u>\$3,148.85</u>	<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>
<b>EXPENSE</b>					
Department 31 - LIBRARY					
Division 4112 - PUBLIC LIBRARY STATE GRANT					
Capital Outlay					
6480	BOOKS ADULT	3,158.07	3,000.00	.00	3,000.00
	<i>Capital Outlay Totals</i>	<u>\$3,158.07</u>	<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>
Division 4112 - PUBLIC LIBRARY STATE GRANT		\$3,158.07	\$3,000.00	\$0.00	\$3,000.00
	Totals				
Department 31 - LIBRARY	Totals	\$3,158.07	\$3,000.00	\$0.00	\$3,000.00
	<b>EXPENSE TOTALS</b>	<u>\$3,158.07</u>	<u>\$3,000.00</u>	<u>\$0.00</u>	<u>\$3,000.00</u>
Fund 303 - Library State Grant	Totals				
	<b>REVENUE TOTALS</b>	\$3,148.85	\$3,000.00	\$0.00	\$3,000.00
	<b>EXPENSE TOTALS</b>	\$3,158.07	\$3,000.00	\$0.00	\$3,000.00
Fund 303 - Library State Grant	Totals	(\$9.22)	\$0.00	\$0.00	\$0.00
	Net Grand Totals				
	<b>REVENUE GRAND TOTALS</b>	\$946,905.09	\$937,197.00	\$483,312.38	\$936,697.00
	<b>EXPENSE GRAND TOTALS</b>	\$911,583.51	\$967,890.00	\$396,310.71	\$997,541.00
	Net Grand Totals	<u>\$35,321.58</u>	<u>(\$30,693.00)</u>	<u>\$87,001.67</u>	<u>(\$60,844.00)</u>

# **Fort Dodge Public Library**

## **Borrowing Library Materials**

### **Purpose**

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

### **Library Materials and Resources – General Policies**

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

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

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

### **Physical Items**

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

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

The library normally does not limit the number of these items a cardholder may have checked out on their library card.

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

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

Magazines and DVDs cannot be placed on hold.

DVDs are checked out for one (1) week and may not be renewed. Cardholders must be present to check out DVDs. The library limits cardholders to three (3) DVDs checked out on their card at a time. Cardholders cannot immediately check out DVDs they have just returned as they must be available to other patrons for at least 24 hours before a borrower can check them out again.

Newspapers can only be used in the library.

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

### **Library Equipment**

LCD projectors are rented out on a daily basis and rental fees must be paid in full when the item is checked out. (See **Fines and Fees** addendum)

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

Cardholders may reserve/place a hold on an LCD projector in-person or by telephone only.

Failure to return an LCD projector will result in the library taking action to recover it.

LCD projectors must be returned in person to the circulation desk and patrons must wait while a staff member processes the return and confirms all pieces are accounted for.

### **Overdue/Damaged/Lost Items (See also: Fines and Fees Addendum)**

~~The library charges fines and fees to encourage compliance with procedures which promote fair and equal access to limited resources for all patrons.~~

The library does not charge overdue fines for items that are returned late. There may be charges for lost or damaged items. The library charges fees to encourage compliance with procedures which promote fair and equal access to limited resources for all customers.

Cardholders may be notified of overdue items, outstanding **fines/fees**, or problems with their borrower account in-person, by telephone, email notices, printed notices, and/or other means. Please note: **fines and** fees apply whether or not the notification is received.

~~The library does not charge daily fines for overdue books, magazines, audiobooks, DVDs, or music CDs.~~

~~The library does charge a daily fine for overdue DVDs for each day the library is open. The maximum fine on each DVD is seven (7) days of accrued fines.~~

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

The library may charge for repairable damage to library materials.



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

Parents or legal guardians are responsible for all assessed library **finer/fees/lost** materials for minor children.

More extensive measures may be taken for seriously overdue/lost equipment or materials as well as excessively delinquent accounts, including the use of a collection agency, prosecution in a municipal court, and/or the involvement of law enforcement agencies.

The library may offer programs that allow for options to payment of **finer/fees** (such as a payment plan or a **fine fee** alternative program). All such arrangements must be made through a member of the library's management team.

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

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Revised 12/2001; 10/2004; 11/2007; 11/2009; 09/2017; 2/2021; 07/25/2022;  
02/27/2023; **12/21/2023**

# Fort Dodge Public Library

## Fines and Standard Fees Addendum

### **Fines:**

#### **DVDs:**

\$1.00 per day per DVD (with \$7.00 maximum per DVD)

### **Standard Fees:**

#### **Printing:**

##### **Black & White**

8 1/2" x 11" - \$.10 per side

##### **Color**

8 1/2" x 11" - \$.50 per side

#### **Photocopies:**

##### **Black & White**

8 1/2" x 11" - \$.10 per side

##### **Color**

8 1/2" x 11" - \$.50 per side

#### **Faxing:**

\$.25 per page

#### **LCD Projector Rental:**

\$10.00 per day

#### **Replacement Library Card:**

\$1.00

#### **Replacement of Lost/Irreparably Damaged Item (price listed on MARC record):**

Cost of Item

#### **Replacement of Lost/Irreparably Damaged Item (no price listed on MARC record):**

\$20.00

#### **Processing Fee for Lost or Irreparably Damaged Item (except magazines/LCD projectors):**

\$5.00

#### **Processing Fee for Lost or Irreparably Damaged LCD Projector:**

\$15.00

#### **Repairable Damage to an Item (except magazines/LCD projector):**

\$5.00

#### **Replacement of Damaged/Lost CD within an Audiobook:**

Price set by publisher/supplier

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Approved 09/25/17

Amended 11/2020; 02/2021; 0725//2022; 02/27/2023; 12/21/2023

# **Fort Dodge Public Library**

## **Library Cards and Cardholder Responsibilities**

### **Policy**

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

### **Library Materials and Resources**

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

A valid library account is required to make use of some library services. To check out library materials or use some online resources library cardholders must have a borrower account in good standing. To use public access computers, library cardholders must have a borrower account in good standing. Visitors and non-cardholders may use public access computers by providing proper identification and obtaining a pass.

### **Library Card Eligibility**

Residents of Fort Dodge, unincorporated areas of Webster County, and communities contracting with the Fort Dodge Public Library are eligible to register for a library card.

Residents of communities that are members of the BEACON Consortium are encouraged to register for a library card with their home library. They are then welcome to use their home library card at the Fort Dodge Public Library to borrow materials as well as use the public access computers.

All other residents of Iowa living in communities participating in the Open Access program are eligible to register for a library card.

### **Registration/Identification**

#### ***Applicants 18 and Older***

Applicants 18 and older must present a photo ID and proof of current address. A photo ID may include a valid driver's license, state, school, or military issued ID or passport. Proof of current address may include a valid driver's license, recent bill, lease, blank check, car registration, or a piece of mail received at the current address within the last 30 days. Persons residing in a shelter, correctional facility, or a residential treatment facility are also required to provide a letter from the facility stating they are currently a resident of said facility. Arrangements for a library card will be made for homebound applicants who will be participating in the library's Books on the Go program.

#### ***Applicants 14-17***

Applicants 14-17 years of age who are not accompanied by a parent must present a photo ID to apply for a card. A photo ID may include a valid driver's license or learner's permit, state or school issued ID or passport. If the photo ID does not include a current address, teens must present a document that includes their name and current street address. A handwritten note is not acceptable. A photo ID from a parent or guardian who is present at the time the card is issued is also sufficient. Library staff will not call a parent or legal guardian to verify an applicant's address or other information.

### ***Applicants Younger than 14***

Applicants younger than 14 must have a parent or guardian present to apply for a library card. A photo ID with proof of street address of the parent or legal guardian is required. A guardian may be requested to supply documentation showing that they are legally responsible for the child being issued a library card.

### ***Temporary or Special Temporary Status***

For the first 60 days after registering for a new library card, patrons will be limited in the number of items they can have checked out. They may have any combination of up to five (5) items in the following categories: books; magazines; audiobooks; or music CDs. They may also have one (1) DVD checked out.

Patrons living at the YWCA in Fort Dodge (826 1<sup>st</sup> Ave N) are limited to checking out two (2) books per an agreement with the executive director of that facility.

Library cardholders residing in a shelter, correctional facility, or residential treatment facility will remain on Temporary Status as long as they are staying at said facility. Upon leaving the facility and providing proof of their new/current address, their status will be changed.

### **Borrower Responsibilities**

- Borrowers are expected to comply with the library's policies and procedures.
- Borrowers must present their physical library card, a digital representation of their library card or a photo ID to check materials out or to use the public access computers.
- Children without a photo ID will be allowed to check out materials without their library card after answering a few questions to establish their identity.
- Borrowers are expected to use their own library cards when checking out materials or using public access computers.
- Cardholders are responsible for all materials checked out on their card regardless of who presented the card at check out as well as any fines/fees accrued on their card. Therefore, the library discourages patrons from allowing anyone else to use their card or to check materials out for someone else.
- In the case of a minor child, the parent or legal guardian will be responsible for all materials checked out on that child's card as well as any fines/fees accrued on said card. (Iowa Code 613.16 – Parental responsibility for actions of children)
- Cardholders must notify the library of any changes in account information (name, address, telephone number, etc.).
- Cardholders must notify the library immediately when a library card is lost or stolen; cardholders are responsible for all account activity until the library is notified about a lost/stolen card.
- Borrowers must return library materials, including all parts and packaging, in good condition.

### **Library Cards – General Policies**

- Individuals may apply for a library card using our online registration form. A temporary card number will be assigned so materials can be placed on hold. The Library's online and downloadable resources are not accessible with this temporary card number. Applicants must come into the library to get their permanent card within 14 days.

- Borrower accounts are considered to be in good standing if they have less than \$20.00 in fines/fees and/or no lost or overdue items on their library card. Borrowers' access to library materials, services, and public access computers will be suspended if their accounts are not in good standing.
- Library cards issued to children are intended for their use only.
- An applicant's signature on the registration card indicates that the statement of responsibility has been read and agreed to.
- Library cards expire annually and are subject to verification of current contact information by library staff. Borrowers' access to library services and public access computers may be suspended when a library card expires.
- Library cards not used or updated in three years will be removed from the library's database. In the event of removal, a borrower will be required to complete a new registration form. A new card will be issued at no charge.
- Cardholders who have lost their library card may purchase a new one for \$1.00 upon proof of identification. Any outstanding fines/fees must be paid down so that the borrower's account is in good standing before a new card will be issued.
- The Library Director reserves the right to change the status of any library cardholder if they are consistently unable to comply with the library's circulation policy or due to excessive fees/fines on their account.
- The Library Director reserves the right to refuse to issue a library card to a minor child if the child's parent or legal guardian has excessive fines or fees for lost/damaged items.
- The Library Director may revoke a borrower's library card for misuse or abuse of library policies, materials, online resources, public access computers or equipment.

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Revised 12/21/2023

# **Fort Dodge Public Library**

## **Public Access Computers**

### **Purpose**

The Fort Dodge Public Library recognizes that computer access is a necessity of modern life. It is critical to accessing information, participating in work and educational opportunities, maintaining social relationships, and sharing in cultural and leisure activities. The library is committed to providing public access computers for Internet access, word processing, and other software programs.

### **General Policies**

The Fort Dodge Public Library utilizes special software programs to manage access to its computers, printing services, and to preserve computer configurations.

Public access computers are available on a “first come, first served” basis.

All patrons, regardless of age or ability, will have access to the library’s public access computers.

Individuals who do not have a library card or do not have their library card with them must present photo ID at the Checkout Desk and request a pass to use the library’s computers.

Children without their library card/photo ID may be allowed to use the computers after answering a few questions to establish their identity.

A patron’s access to the public computers will be suspended if their account is not in good standing. A borrower’s account is considered to be in good standing if it has less than \$20.00 in **finer**/fees and/or no lost or overdue items on it.

Individuals may use a public access computer for no more than two (2) hours per day. Exceptions may be made for students taking exams or participating in online educational courses or for individuals completing application forms/tax forms/etc.

Computer users are expected to comply with all Fort Dodge Public Library policies and procedures.

Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as all local, state and federal laws including, but not limited to, those concerning fraud, privacy, or obscenity.

A patron may only use their own library card to access the library’s computers. The use of someone else’s card will result in immediate termination of a computer session. Repeated use of someone else’s card to access the computers will result in suspension or loss of access to the library’s computers.

Library staff reserves the right to end a person's session for any reason including, but not limited to, misconduct, misuse of equipment, attempts to circumvent library security software, illegal use of the computer, or hardware/software malfunctions.

Headphones must be used while listen to audio/viewing video. Patrons may bring their own or purchase earbuds at the library.

Repeated or serious violations of this policy will result in suspension or loss of access to the library's computers.

Computer users may print to the networked public printer, at the cost posted near the printer.

Anything downloaded, installed, or saved to one of the library's public access computers will automatically be deleted at the end of the day.

Computer use records are confidential and the library does not retain them. Users should log out at the end of their session to ensure privacy.

Software availability may change without notice.

The library is not responsible for damage to any device or disc used in its computers.

Any damage to library equipment will be assessed on an individual basis by the Library Director or the Library Board of Trustees.

No food or drinks are allowed near the library's computers.

Library staff cannot provide in-depth training on personal computer use or the Internet. The staff may be able to offer searching suggestions and answer questions. Internet, word processing, and other computer books are available for patron use.

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