

Fort Dodge Public Library Board of Trustees

Meeting Minutes

November 24, 2025

I. Call to order/Roll Call

President Merrily Dixon called to order the regular meeting of the Fort Dodge Public Library Board of Trustees at 3:31 p.m. on November 24, 2025 at the Fort Dodge Public Library.

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

II. Approval of Agenda

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

III. Approval of Minutes

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

IV. Comments/Questions from the Public

V. Bills and Financial Reports

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

VI. Communications/Board Education

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

VII. Committee Reports

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

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

VIII. Director's Report

Programming/Services

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

Adult Services

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

Budget

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

Personnel

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

State Library

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

Miscellaneous

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

IX. Old Business

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

X. New Business

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

XI. Adjournment

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