**PERRY PUBLIC LIBRARY BOARD OF TRUSTEES , January 14, 2025 Minutes**

The Perry Public Library Board of Trustees met in regular session on Tuesday, January 14, 2025 at 8:00 a.m.

Board members Margaret Ruggle, Rosa Gonzalez, Kendall Rathje and Alissa Whitmore were present. Friends of the Library board president Kathy Miller was present. Library Director Misty VonBehren was present.

Rosa Gonzalez called the meeting to order at 8:01 a.m.

Agenda – Kendall Rathje moved to approve the agenda with Margaret Ruggle seconding the motion. MCU.

Minutes – Kendall Rathje moved to approve the minutes from the December 10, 2024 meeting and Margaret Ruggle seconded the motion. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts from the period of December 1, 2024 – January 10, 2025, totaling $4595.95, and checks #6667- #6678, totaling $5008.01 The City of Perry Library Fund Status Report and the December City of Perry Library Claims Report totaling $16226.59 were reviewed. Margaret Ruggle moved to approve the financial reports with Alissa Whitmore seconding the motion. MCU.

New Business:

1. FY2026 Proposed Budget
* Director VonBehren presented the General Operating Budget for FY2026.
* Full-time wages are set to increase by 5% based on the union contract. It was recommended to increase part-time wages by 5%.
* Dues, Memberships, and Subscriptions for staff are proposed at $1000.00. This line item has historically not been funded.
* Staff Development is proposed at $500.00. This line item has historically not been funded.
* Travel and Conference is proposed at $2000.00. This is an increase of $1000.00. The Iowa Library Association 2025 conference will be in Sioux City, Iowa. The 2024 conference was in Des Moines, Iowa.
* Consultant and Professional is proposed at $12000.00. This is an increase of $2000.00.
* Office Supply is proposed at $7000.00. This is an increase of $1500.00.
* Postage and Shipping is proposed at $750.00. This is an increase of $250.00.

Kendall Rathje moved to approve the FY2026 Proposed Budget with Margaret Ruggle seconding the motion. MCU.

1. FY2026 Proposed Capitals Budget
* Director VonBehren presented the Capitals Budget for FY2026. Capitals being requested are routine.
* Library Collections: Library Physical and Digital Materials Acquisition is proposed at $45000.00. This is an increase of $5000.00. The Perry Public Library Gift Fund supplements this line item annually to meet the needs of the community.
* General Building Repair and Maintenance is proposed at $20,000.
* Technology Updates is proposed at $18,000.

Alissa Whitmore moved to approve the FY2026 Proposed Capitals Budget with Kendall Rathje seconding the motion. MCU.

Board Education:

**A Culture of Learning:**  Chapter 2 of the Iowa Library Trustee’s Handbook was reviewed. Budgeting for FY2026 is currently taking place and budgeting for staff development, continuing education, and organizational memberships is an area that historically has been underfunded with the Perry Public Library Gift Fund supplementing these line items.

**Library Director’s Report January 2025 Misty VonBehren**

1. The monthly statistics will be shared during the meeting.
2. Quarterly Conversations with staff have been scheduled for the month of February. This allows an opportunity to communicate expectations, brainstorm ideas, and to get a general sense of staff needs and overall feedback.
3. The two new part-time staff members (library clerk and student clerk) are helping out a great deal to cover evening shifts.
4. The next budget session with administration and department heads will be the week of January 20.
5. We will continue to monitor the foot traffic of the library until May. This will give us good data to determine if we need to shift our hours to better accommodate the public.
6. Winter Reading programs for Youth, Teens, and Adults will run from December 1 – February 28. Registered numbers through December are: Youth (206, includes PACES), Teen (21), and Adults (57).
7. The theme for the Summer program is Level Up at Your Library. The staff is currently planning out the structure of the program along with preliminary ideas for programming.
8. I have implemented a new system for all staff to use for programming data. All programming components (budget, planning, supplies needed, promotional pieces, etc) reside in a single Google sheet that is accessible to all staff members. This has already allowed more collaborative planning with the entire staff. In addition, each program will be able to be facilitated by any staff member in cases of illness. This has been very beneficial in the last couple of weeks with staff illnesses.
9. At the end of December, the Dallas County Library Association presented the budget request for FY2026 to provide services for rural county residents. As of now, funding has not been determined or allocated.

The next normally scheduled meeting is on Tuesday, February 11, 2025, at 8 a.m. in the library’s Community Room. The public is always welcome.

Alissa Whitmore moved to close the meeting at 9:00 a.m. with Margaret Ruggle seconding the motion. MCU

 Respectfully submitted, Misty VonBehren, Library Director