

Public Meeting Notice and Agenda
PERRY PUBLIC LIBRARY BOARD OF TRUSTEES
will hold a meeting on
Wednesday, October 12, 2022 at 8 a.m.

THIS MEETING WILL BE HELD IN PERSON

1. Roll Call
2. Approval of Agenda
3. Approval of September 8, 2022 Meeting Minutes
4. Approval of Financial Statements: Gift Fund Claims and City of Perry Library Line Items
5. Unfinished Business:
 - a. Search Process for Adult Services Librarian
 - b. Search Process for Youth Services Librarian
6. New Business
7. Board Education – Review of Library Staff Structure with Responsibilities
8. Librarian Report
9. Open Forum
10. Next Regularly Scheduled Meeting is on November 10, 2022 at 8 a.m.
11. Adjourn

The Perry Public Library Board of Trustees met in regular session on Thursday, September 8, 2022, at 8 a.m. Note: This meeting was held in-person in the Board Room at the Perry Public Library.

Board members Kendall Rathje, Heather Karolus, and Margaret Ruggle were present. Library Director Mary Murphy was also present.

Board Member Kendall Rathje called the meeting to order.

Agenda –Heather Karolus moved to approve the agenda with Margaret Ruggle seconding the motion. MCU.

Minutes – Margaret Ruggle moved to approve the minutes from the August 11, 2022, meeting, and Heather Karolus seconded the motion. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling \$2,932.45 and checks #6276 - 6295, totaling \$3,693.15. The City of Perry Library Fund Status Report was reviewed. Heather Karolus moved to approve the financial reports with Margaret Ruggle seconding the motion. MCU.

Unfinished Business:

Adult Services Librarian position posting has closed, and we have received 18 applications. Interviews will start next week.

The Youth Services Librarian posting will be posted and advertised by the end of this week. The posting will end on October 4, 2022.

New Business: None

Board Education – Duties and Responsibilities of the Library Board of Trustees

Librarian’s Report:

Mission:

Enabling our community to thrive by offering lifelong opportunities to connect, learn, and create.

The Solar Project monitor was installed in the library by the water fountain. An electrical outlet was installed in the wall behind the monitor. The monitor is still not live.

The bump-outs (the areas of landscaping that bump-out into the parking lot) on the south side of the library have been redone. Ivory Silk Lilac trees are the central point of interest with river rock as the ground cover. These Lilac Trees mature to 15-25 feet, and their mature spread is 10-15 feet. They thrive in full sun and have creamy white flowers that have a fresh sweet scent. The cleanup of the bump-outs

on Railroad Street was started this week. They will have landscaping cloth and river rocks as ground cover.



We continue to give away fruits and vegetables at the Perry Farmers Market. So far this year, in June we gave away honey and flour; in July it was green beans and Zucchini, and August was sweet corn and watermelon. September's outreach distribution will be apples and salsa baskets (tomato, onion, cilantro, and peppers) .

Adult and Children's Programming for September

September – Chess continues - schedule varies

September 3 – Children's Saturday Storytime

September 3 – Saturday Crafternoons

September 6 – Mystery Book Club Discussion

September 7 – Never Too Old for YA Book Club

September 8 – A Conversation with ... Perry Teachers

September 10 – Children's Saturday Storytime

September 13 – Toddler Time

September 14 – Fun for Fours and Fives

September 15 – Wee Wonders

September 17 – Children's Saturday Storytime

September 17 – Candle Making

September 18 – Birds of Arizona with Ray Hardin

September 20 – Toddler Time

September 20 – Monthly Book Discussion

September 21 – Fun for Fours and Fives

September 22 – Wee Wonders

September 24 – Children's Saturday Storytime

September 25 – 1000 Books Before Kindergarten Graduation

September 27 – Toddler Time

September 28 – Fun with Fours and Fives

September 29 – Wee Wonders

The 8th Annual Safety / Employee Appreciation Day is scheduled for Wednesday, October 26, from 10:30 to 1:30. The City Administrator Sven Peterson will bring us up-to-date on all City projects. Chief Eric Vaughn will talk about mass shootings. Mike Thomasson will enlighten us about a safety related topic.

The next normally scheduled meeting is on Thursday, October 13, 2022, at 8 a.m. in the library's Community Room (aka the large meeting room). The public is always welcome.

Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

Register Report
9/7/2022 through 10/6/2022

10/6/2022

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Date	Num	Description	Memo	Category	Amount
BALANCE 9/6/2022					23,990.85
9/7/2022	DEP	Deposit	KWIK STAR	Gifts And Memorials	4,500.00
9/13/2022	DEP	S Deposit	David Dunn	Gifts And Memorials	300.00
				Donation Income	24.85
				Room Maintenance	25.00
9/19/2022	DEP	Deposit		Donation Income	10.00
10/3/2022	DEP	S Deposit		Room Maintenance	25.00
				Gifts And Memorials	135.05
10/3/2022	DEP	Deposit	Cash Register ...	Donation Income	57.00
10/5/2022	6297	S Fareway	FCA Grant	Milk And Eggs Outreach	-23.50
			FCA Grant	Milk And Eggs Outreach	-23.50
			Volunteer Day ...	Programming	-26.84
			FCA GRant	Milk And Eggs	-23.50
			Farmers Market	Programming	-48.21
			FCA Grant	Milk And Eggs	-23.50
			Children's Stor...	Programming	-17.68
			FCA Grant	Milk And Eggs	-22.50
			Supplies	Programming	-15.22
10/5/2022	6298	S Wells Fargo Visa		Programming	-180.09
				Professional Developm...	-180.00
				Office Supplies	-57.50
			FB Boost + De...	Marketing	-235.04
10/5/2022	6299	S Wells Fargo Visa		Programming	-48.97
				Programming	-5.67
				Programming	-40.98
10/5/2022	6301	Jessica Phillips		Pico Expenses	-4.58
10/5/2022	6300	The Perry News		Advertising	-150.00
10/5/2022	6302	Raccoon Valley R...	9/28/2022 Invoi...	Marketing	-736.56
10/5/2022	6303	Iowa Radio Plus	Acoount 1889 /...	Marketing	-354.56
10/5/2022	6304	Misty VonBehren	Eggs - HyVee	Milk And Eggs	-142.05
10/5/2022	6305	David Oliviera		Programming	-50.00
10/6/2022	6306	S Mary K. Murphy		Postage	-129.60
			Craft Supplies	Programming	-65.93
			Craft Supplies	Programming	-32.10
9/7/2022 - 10/6/2022					2,438.82
BALANCE 10/6/2022					26,429.67
TOTAL INFLOWS					5,076.90
TOTAL OUTFLOWS					-2,638.08
NET TOTAL					2,438.82

Banking Summary
9/7/2022 through 10/6/2022

Category	9/7/2022- 10/6/2022
INCOME	
Donation Income	91.85
Gifts And Memorials	4,935.05
Room Maintenance	50.00
TOTAL INCOME	5,076.90
EXPENSES	
Advertising	150.00
Marketing	1,326.16
Milk And Eggs	211.55
Milk And Eggs Outreach	47.00
Office Supplies	57.50
Pico Expenses	4.58
Postage	129.60
Professional Development	180.00
Programming	531.69
TOTAL EXPENSES	2,638.08
OVERALL TOTAL	2,438.82

City of Perry
Perry Public Library and Hometown Heritage at the Carnegie Library Museum
Fund Report
October 6, 2022

Account Number	Account Title	Total Budget	YTD		Pct
			Expended	YTD Balance	Expended
General Fund					
001-410-6010	WAGES	\$212,397.00	\$58,213.84	\$154,183.16	27%
001-410-6020	WAGES - PT	\$61,000.00	\$18,147.28	\$42,852.72	30%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$0.00	\$1,000.00	0%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$0.00	\$1,000.00	0%
001-410-6371	UTILITIES	\$32,000.00	\$9,547.41	\$22,452.59	30%
001-410-6373	TELEPHONE	\$4,500.00	\$1,078.82	\$3,421.18	24%
001-410-6408	INSURANCE TORT/GENERAL	\$7,994.00	\$0.00	\$7,994.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$3,293.85	\$12,706.15	21%
001-410-6490	CONSULTANT & PROFESSIONAL	\$10,000.00	\$0.00	\$10,000.00	0%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$1,458.02	\$3,541.98	29%
001-410-6508	POSTAGE & SHIPPING	\$1,000.00	\$41.16	\$958.84	4%
Benefit Fund					
112-410-6110	SOCIAL SECURITY	\$20,217.00	\$5,505.41	\$14,711.59	27%
112-410-6130	IPERS	\$25,811.00	\$6,669.10	\$19,141.90	26%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$74,415.00	\$24,681.15	\$49,733.85	33%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,249.00	\$303.06	\$945.94	24%
112-410-6160	WORKERS COMPENSATION	\$534.00	\$297.98	\$236.02	56%
121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$20,090.00	\$1,221.53	\$18,868.47	6%
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$13,086.00	\$8,800.07	\$4,285.93	67%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$10,236.84	\$29,763.16	26%
122-410-6750	CAPITAL/BUILDING	\$35,150.00	\$2,111.90	\$33,038.10	6%
Gift Fund					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$157.72	\$44,842.28	0%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$874.54	\$24,325.46	3%
HH CLM Fund					
178-410-6020	WAGES - PART TIME	\$25,694.00	\$6,859.95	\$18,834.05	27%
178-410-6110	FICA	\$1,966.00	\$524.78	\$1,441.22	27%
178-410-6130	IPERS	\$2,426.00	\$512.76	\$1,913.24	21%
178-410-6310	BUILDING REPAIR/MAINT	\$3,000.00	\$190.42	\$2,809.58	6%
178-410-6371	UTILITIES	\$7,000.00	\$912.95	\$6,087.05	13%
178-410-6373	TELEPHONE/COMMUNICATIONS	\$1,600.00	\$127.87	\$1,472.13	8%
178-410-6408	INSURANCE	\$5,883.00	\$0.00	\$5,883.00	0%
LIBRARY TOTAL		\$700,212.00	\$161,768.41	\$538,443.59	23%

Board Overview

	FY 2021-2022	FY 2022-2023 Year to Date	Fiscal Year % Change	FY 21-22 Sep.
Volumes Held at Start of Period	106,485		1.82%	108,426
Electronic Music Circulation	392	27	-72.45%	15
Electronic Audiobook Circulation	2,959	868	17.34%	237
Electronic Book Circulation	4,280	985	-7.94%	252
Electronic Video Circulation	714	198	11%	41
Electronic Magazine Circulation	318	91	149%	16
Total Circulation	67,196	18,909	12.56%	6,018
Number of Borrowers at End of Period	5,650		1.82%	5,753
PPL Door Count	49,678	14,037	13.02%	3,072
HH & Carnegie Door Count	601	244	62.40%	0
Library Visits	50,279	14,281	13.61%	3,072
Total Number of Reference Questions	4,004	1,202	20.08%	320
Total Number of Programs	452	99	-12.39%	19
Total Number Attending Programs	10,583	2,316	-12.46%	372
Annual Meeting Room Use	172	31	-27.91%	11
Public Computer Usage	11,545	3,911	35.50%	1,357
Wireless Computer Usage	7,286	3,094	69.86%	1,110
Pages Viewed Online Catalog	6,366	306	-80.77%	6
Unique Visitors to Online Catalog	1,098	114	-58.47%	4
Wowbrary users	2,190		-1.42%	2,159
Wowbrary pages viewed	8,645	663	-69.32%	220
Wowbrary Click-Thru to Catalog	1,540	173	-55.06%	87

Mission: Enabling our community to thrive by offering lifelong opportunities to connect, learn, and create.

Statistics are attached.

The Solar Project monitor is still not live.

We will continue to give away produce at the winter Farmer's Market help on one Saturday per month in October, November, and December. We will be giving away winter squash on October 15, 2022 from 10 a.m. to 1 p.m.

We have hired an Adult Services Librarian. Mindy Farmer comes to us from DMACC where she teaches composition. She and her family live in Perry. She is looking forward to starting on November 2, 2022.

Programs for October 2022

Saturday Storytimes – October 1, 8, 15, 22 at 10:15 a.m., The October 8 and 22 sessions are bilingual!

Fall Storytimes Sessions are Underway! *Toddler Time* and *Fun for Fours and Fives* unit is *Buggy Over Books!* Toddlers, ages 18 months to three years, meet on Tuesdays, from 10:15 to 11:00 a.m., in the library Community Room. Pre-schoolers, ages four to five, meet on Wednesdays at the same time and place. *Wee Wonders* Storytimes for Babies are on Thursdays, also from 10:15 to 11:00, and focus on pre-literacy activities with simple stories, fingerplays, songs, and interactive play, and each child receives a free board book each session!

Chess at the Library Continues Thursdays, Saturdays - October 1, 6, 8, 13, 15, 20, 22, 27, 29

Walk-in Chess will continue at Perry Public Library this fall and winter with instructor David Oliveira.

Scheduled times include 4:30-5:30 p.m. on Thursdays for K-12 students; 5:30-7:30 p.m. on Thursdays for all ages; and 2:00-4:00 p.m. on Saturdays for all ages

Saturday Crafternoon – October 1 from 12:00 to 4:30 p.m., in the library Community Room.

Children's Halloween Costume Exchange at the Library – October 3-24

Perry Public Library will hold a children's Halloween costume exchange again this year, providing an opportunity for families to donate gently used outgrown costumes and exchange them for "new-to-you" replacements. Beginning Monday, October 3, patrons may bring clean children's costumes in good condition to the library, and for each costume donated, receive a coupon good for one costume from the exchange. We will collect costume donations until the day the exchange begins, Monday, October 24, at which time the costume coupons may be redeemed during library hours, on a first come, first served basis. For more information, call Suzanne Kestel at the library: 515-465-3569.

Teddy Bear Sleepover at the Library – October 3

Children ages two to five, with an accompanying adult, are invited to attend a Teddy Bear Sleepover program at Perry Public Library, from 5:30 to 6:30 p.m., Monday, October 3, in the library Community Room. Each child may bring with them a Teddy Bear or other plush friend that they are comfortable leaving at the library overnight. We will play games, sing songs, enjoy activities, and a snack will be provided at this fun event. The children's Teddy Bears, etc., may be picked up the following afternoon,

Tuesday, October 4, and then we will discover what they've been up to while visiting the library overnight!

Mystery Book Club – October 4, 2022, at 2:00 p.m., Tuesday, October 4, in-person, in the library Community Room. The selected title for October is *The Physicist's Daughter* by Mary Anna Evans.

Never Too Old for YA Book Club – October 5 at 6:00 p.m., Wednesday, in the library Community Room. The selected title is *White Smoke* by Tiffany Jackson.

Fashions to Die For with Historian Kathy Wilson – October 10

Perry Public Library will host historian Kathy Wilson for her popular Historical Perspectives program *Fashions to Die For*, at 2:00 p.m., Monday, October 10, in the library Community Room.

Quarterly Classics Book Club – October 11 at 7:00 p.m., Tuesday, October 11, at the Carnegie Library Museum, upstairs by the fireplace. The selected title is *To the Lighthouse* by Virginia Woolf.

Hometown Heritage at the Carnegie Library Museum Program: *A Conversation With... Brian Eiteman* – October 13 from 6:00 to 7:00 p.m., Thursday, October 13, at the Carnegie Library Museum.

Shred Event – October 15

Perry Public Library will hold a Shred Event for the public on Saturday, October 15, from 10:00 a.m. to noon. The shredder truck will be located in the library south parking lot, accessible from Railroad Street. This event is an opportunity for Perry area residents to dispose of outdated personal documents, free of charge, in a safe, secure way. This event is sponsored by the library and the City of Perry, and donations are accepted!

Hometown Heritage at the Carnegie Library Museum Vintage Craft: *Rock Candy* – October 15 at 11:30 am, Saturday, October 15.

Hats, Hats, and More Hats – October 16 at 2:00 p.m., Sunday, October 16, at the Carnegie Library Museum. The featured hats are from the Forest Park Museum collection, and they will be on exhibit at the Carnegie Library Museum from October 1 to 31.

Monthly Book Club – October 18 at 1:00 p.m., Tuesday, October 18, in the library Community Room. The featured title this month is *Just Mercy* by Bryan Stevenson. Interested readers are invited to join the group at any time, but registration is required. Books are available at the library for participants. Register online: <http://www.perry.lib.ia.us>, in person, or call the library: 515-465-3569. Discussion leader is Library Director Mary Murphy.

The Restoration of the Perry Carnegie Library Museum – October 20 at 6:30 p.m., at the Carnegie Library Museum, and it focuses on the building's 1990s era restoration project funded by Roberta and Howard Ahmanson.

Craft Club: *Halloween Goodie Boxes* – October 24 at 6:00 p.m., on Monday, October 24, in the library Community Room.

Halloween *Spooktakular* – October 28

Perry Public Library will participate in the Perry Chamber of Commerce Halloween *Spooktakular*, scheduled for Friday, October 28, from 4:00 to 6:00 p.m. Children are invited to trick-or-treat at the library during this popular community event and receive a free book!