

# **Public Meeting Notice and Agenda**

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

**Thursday, December 8, 2022 at 8 am**

**THIS MEETING WILL BE HELD IN PERSON**

1. Roll Call
2. Approval of Agenda
3. Approval of November 10, 2022 Meeting Minutes
4. Approval of Financial Statements: Gift Fund Claims and City of Perry Library Line Items
5. Unfinished Business
6. New Business
  - a. New Youth Services Librarian Laura Pieper
  - b. Capital Requests FY2023-2024
  - c. Budget FY2023-2024
7. Board Education – Budgeting Process
8. Librarian Report
9. Open Forum
10. Next Regularly Scheduled Meeting is on January 12, 2023 at 8 am
11. Adjourn

**PERRY PUBLIC LIBRARY BOARD OF TRUSTEES**

**November 10, 2022**

The Perry Public Library Board of Trustees met in regular session on Thursday, November 10, 2022, at 8 a.m. Note: This meeting was held in-person at the Perry Public Library.

Board members Kendall Rathje, Heather Karolus, Margaret Ruggle, and Mark Miller were present. Library Director Mary Murphy, Deputy Library Director Misty VonBehren, and the new Adult Services Librarian were also present.

Board President Mark Miller called the meeting to order.

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

Minutes – Margaret Ruggle moved to approve the minutes from the October 12, 2022, meeting, and Kendall Rathje seconded the motion. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling with \$3,371.65 and checks #6312 - #6332, totaling \$3,833,71. 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:**

The Youth Services Librarian position was offered and accepted by Laura Pieper. She will start on November 28, 2022.

**New Business:**

New Adult Services Librarian Mindy Farmer was introduced to the Board.

Signatory on Gift Fund Checking Account – Heather Karolus moved to add Margaret Ruggle as an additional signatory on the Gift Fund checking account. Kendall Rathje seconded the motion, MCU.

State Library of Iowa Annual Survey – New changes in the survey has dictated how we collect program data. The survey was reviewed.

Board Education – Annual Report to the Library Board, Strategic Plan, and Accreditation

**Librarian's Report:**

**Mission:**

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

about his book and share his personal perspectives on agriculture and land policy, as well as his extensive knowledge of the history of conservation in Iowa, including soil health, water quality, public lands, and more. Sponsored by the Raccoon River Watershed Association, this event is free and open to the public.

Perry Public Library is planning a family fall celebration party called *Happy Fall, Y'all*, from 6:00 to 7:00 p.m., on Monday, November 7, in the library Community Room. Join Miss Suzanne and go on a "Leaf Hunt", play games, create two make-and-take crafts, enjoy a snack, and take home a goodie bag!

Hometown Heritage at the Carnegie Library Museum Presents: *Carnegie Libraries in Iowa* – November 10  
The public is invited to attend a free program called "Carnegie Libraries in Iowa", the second installment in a Hometown Heritage at the Carnegie Library Museum series that focuses on Carnegie libraries and their impact on Iowa communities. Come and hear Professor Shana Stuart, at 6:00 p.m., Thursday, November 10, at the Carnegie Library Museum. Her interesting program illuminates the history of Carnegie libraries in our state and their contributions to our cities and towns

Closed for Veterans Day – November 11

Perry Public Library and the Carnegie Library Museum will be closed Friday, November 11, for the Veterans Day holiday.

Art on the Prairie Events at the Perry Public Library – November 12<sup>th</sup> and 13<sup>th</sup>

Megan Cline Storytime - The Perry Public Library welcomes local author Megan Cline for a children's Storytime in the Perry Public Library Community Meeting Room at 10:30 am on Saturday, November 12<sup>th</sup> and 10:30 am on Sunday, November 13<sup>th</sup>. Cline is an Iowa native best known for the curious, colorful wombat in *Winston Winks*. Fun for all ages, enjoy *Winston Winks* and other favorites read by Iowa author Megan Cline at the Art on the Prairie Festival.

GR!LIVE performances by GRDSM - Two live GR!LIVE performances featuring local artist Lani will be held at 1 pm and 2:30 pm from Girls Rock Des Moines (GRDSM) on Saturday, November 12<sup>th</sup> in the Perry Public Library Community Room. The performers will also offer a hands-on Songwriting Workshop at 1:30 pm. GR!LIVE is an exciting, new series from GRDSM that recovers marginalized narratives & the heritage of women in music, reclaims herstories, and recapitulates music genres for a new generation's liberation of expression. Attendees of all ages and experience levels are invited to join in on the fun and learn about the music genre of Latin Pop, the herstory of Gloria Estefan, and the music of the local artist, Lani.

Oh, Jackie O! Solo Musical - Artist Jillann Gabrielle is bringing her original, solo musical based on the life of Jackie Kennedy Onassis, *Oh, Jackie O!*, to The Perry Public Library on Sunday, November 13<sup>th</sup> at 1 pm. Gabrielle writes, directs, and stars in this provocative and delightful show, deemed "exhaustively researched, brilliantly written, and radiantly performed!" by Paradise Playhouse. Gabrielle will present this free show to the public in the Library Community Room.

The next normally scheduled meeting is on Thursday, December 8, 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

11/4/2022 through 12/2/2022

12/2/2022

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Date	Num	Description	Memo	Category	Amount
<b>BALANCE 11/3/2022</b>					<b>18,706.21</b>
11/7/2022	DEP	Deposit	Cash Register 11/7/2022	Donation Income	51.00
11/15/2022	DEP	S Deposit	John Snor by John and Mar...	Gifts And Memorials	100.00
				Room Maintenance	25.00
				Donation Income	8.35
12/2/2022	6334	S Wells Fargo Visa		Programming	-1,962.98
				Marketing Services	-25.00
				Employment Searches	-15.00
				Professional Developm...	-49.00
12/2/2022	6335	Wells Fargo Visa	Suzanne's Visa- November 2...	Programming	-10.00
12/2/2022	6336	S Fareway	Storytime	Programming	-10.46
			Milk	Milk And Eggs	-27.50
			Milk	Milk And Eggs	-27.90
			Milk	Milk And Eggs	-27.50
			Milk	Milk And Eggs	-27.50
			Storytime	Programming	-34.96
			Storytime	Programming	-15.96
			Storytime	Programming	-16.47
12/2/2022	6337	City Of Perry	November 2022	Credit Debit Card Rev...	-60.12
12/2/2022	6338	Iowa Radio Plus	11/30/2022 Statement Accou...	Marketing Services	-89.48
12/2/2022	6339	Eat Greater Des ...	December 2022	Food Recovery	-250.00
12/2/2022		Void Check 367.9...			367.90
12/2/2022	6340	Hunter Martin	Reimburse Expenses	Craft Club	-343.79
12/2/2022	6341	Perry Grand 3 Th...	December Merchant Movie p...	Programming	-50.00
12/2/2022	6342	S Misty VonBehren	Eggs	Milk And Eggs	-49.35
			Eggs	Milk And Eggs	-59.85
			Eggs	Milk And Eggs	-53.85
			Hangers, Magnets, Mats, Fol...	Office Supply	-16.05
			Craft Club	Programming	-74.53
12/2/2022	6344	Raccoon Valley R...	Account 2197	Marketing Services	-736.56
12/2/2022	6343	Raccoon Valley R...	Account 0513	Marketing Services	-65.10
12/2/2022	DEP	S Deposit		Donation Income	70.15
			Quilt Guild for Teresa Krueger	Gifts And Memorials	25.00
12/2/2022	DEP	Deposit	Cash Register 11/28/2022	Donation Income	40.50
12/2/2022	DEP	S Deposit		State of Iowa Direct St...	2,864.68
				Friends Reimbursement	3,480.63
				Donation Income	62.40
12/2/2022	DEP	Deposit	ACH Transfer	PPLF	2,100.00
<b>11/4/2022 - 12/2/2022</b>					<b>5,096.70</b>
<b>BALANCE 12/2/2022</b>					<b>23,802.91</b>
<b>TOTAL INFLOWS</b>					<b>9,195.61</b>
<b>TOTAL OUTFLOWS</b>					<b>-4,098.91</b>
<b>NET TOTAL</b>					<b>5,096.70</b>

**Banking Summary**  
11/4/2022 through 12/2/2022

Category	11/4/2022- 12/2/2022
<b>INCOME</b>	
Uncategorized	367.90
Donation Income	232.40
Friends Reimbursement	3,480.63
Gifts And Memorials	125.00
PPLF	2,100.00
Room Maintenance	25.00
State of Iowa Direct State Aid	2,864.68
<b>TOTAL INCOME</b>	<b>9,195.61</b>
<b>EXPENSES</b>	
Craft Club	343.79
Credit Debit Card Revenue to City Hall	60.12
Employment Searches	15.00
Food Recovery	250.00
Marketing Services	916.14
Milk And Eggs	273.45
Office Supply	16.05
Professional Development	49.00
Programming	2,175.36
<b>TOTAL EXPENSES</b>	<b>4,098.91</b>
<b>OVERALL TOTAL</b>	<b>5,096.70</b>

**City of Perry**  
**Perry Public Library and Hometown Heritage at the Carnegie Library Museum**  
**Fund Status Report December 2, 2022**

Account #	Account Title	Total Budget	YTD Expended	YTD Balance	Pct Exp
<b>General Fund</b>					
001-410-6010	WAGES	\$212,397.00	\$95,374.45	\$117,022.55	45%
001-410-6020	WAGES - PT	\$61,000.00	\$28,305.46	\$32,694.54	46%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$436.11	\$563.89	44%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$337.93	\$662.07	34%
001-410-6371	UTILITIES	\$32,000.00	\$14,198.69	\$17,801.31	44%
001-410-6373	TELEPHONE	\$4,500.00	\$1,811.59	\$2,688.41	40%
001-410-6408	INSURANCE TORT/GENERAL	\$7,994.00	\$0.00	\$7,994.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$5,188.88	\$10,811.12	32%
001-410-6490	CONSULTANT & PROFESSIONAL	\$10,000.00	\$849.05	\$9,150.95	8%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$2,207.43	\$2,792.57	44%
001-410-6508	POSTAGE & SHIPPING	\$1,000.00	\$252.44	\$747.56	25%
<b>Benefit Fund</b>					
112-410-6110	SOCIAL SECURITY	\$20,217.00	\$8,970.44	\$11,246.56	44%
112-410-6130	IPERS	\$25,811.00	\$10,571.21	\$15,239.79	41%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$74,415.00	\$33,719.90	\$40,695.10	45%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,249.00	\$552.14	\$696.86	44%
112-410-6160	WORKERS COMPENSATION	\$534.00	\$392.08	\$141.92	73%
<b>Capital Fund</b>					
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	\$9,192.95	\$3,893.05	70%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$30,218.10	\$9,781.90	76%
122-410-6750	CAPITAL/BUILDING	\$35,150.00	\$13,463.90	\$21,686.10	38%
122-410-6751	CAPITAL BLDG/CARNEGIE LIBRARY	\$0.00	\$33,118.00	(\$33,118.00)	0%
<b>Gift Fund</b>					
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%
<b>HH /CLM Fund</b>					
178-410-6020	WAGES - PART TIME	\$25,694.00	\$10,379.66	\$15,314.34	40%
178-410-6110	FICA	\$1,966.00	\$794.04	\$1,171.96	40%
178-410-6130	IPERS	\$2,426.00	\$733.84	\$1,692.16	30%
178-410-6310	BUILDING REPAIR/MAINT	\$3,000.00	\$512.40	\$2,487.60	17%
178-410-6371	UTILITIES	\$7,000.00	\$1,818.77	\$5,181.23	26%
178-410-6373	TELEPHONE/COMMUNICATIONS	\$1,600.00	\$388.21	\$1,211.79	24%
178-410-6408	INSURANCE	\$5,883.00	\$0.00	\$5,883.00	0%
<b>LIBRARY TOTAL</b>		<b>\$700,212.00</b>	<b>\$306,041.46</b>	<b>\$394,170.54</b>	<b>44%</b>

## Board Overview

	FY 2021-2022	FY 2022-2023 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Nov.	FY21-22 Nov.	FY 20-21 NOV	FY 19-20 NOV	FY 18-19 NOV
<b>Volumes Held at Start of Period</b>	106,485		<b>1.06%</b>	108,400	108,378	108,426	108,446	107,615	107,966	110,530	111,032	79,115
Electronic Music Circulation	392	40	<b>-75.51%</b>	9	3	15	13	0	37	35	20	52
Electronic Audiobook Circulation	2,959	1,363	<b>10.55%</b>	382	249	237	251	244	224	222	164	177
Electronic Book Circulation	4,280	1,420	<b>-20.37%</b>	404	329	252	249	186	217	288	192	246
Electronic Video Circulation	714	323	<b>9%</b>	73	84	41	56	69	49	11	14	
Electronic Magazine Circulation	318	165	<b>25%</b>	20	55	16	22	52	41			
<b>Total Circulation</b>	<b>67,196</b>	<b>30,055</b>	<b>7.35%</b>	<b>6,981</b>	<b>5,910</b>	<b>6,018</b>	<b>5,842</b>	<b>5,304</b>	<b>5,427</b>	<b>2,973</b>	<b>5,422</b>	<b>6,043</b>
<b>Number of Borrowers at End of Period</b>	<b>5,650</b>		<b>2.58%</b>	<b>5,690</b>	<b>5,717</b>	<b>5,753</b>	<b>5,782</b>	<b>5,796</b>	<b>5,449</b>	<b>5,183</b>	<b>5,050</b>	<b>5,584</b>
PPL Door Count	49,678	25,054	<b>21.04%</b>	6,233	4,732	3,072	5,474	5,543	4,898	0	6,890	7,366
HH & Carnegie Door Count	601	373	<b>48.95%</b>	167	77	0	129	0	0	0		
<b>Library Visits</b>	<b>50,279</b>	<b>25,427</b>	<b>21.37%</b>	<b>6,400</b>	<b>4,809</b>	<b>3,072</b>	<b>5,603</b>	<b>5,543</b>	<b>4,898</b>	<b>0</b>	<b>6,890</b>	<b>7,366</b>
<b>Total Number of Reference Questions</b>	<b>4,004</b>	<b>1,771</b>	<b>6.15%</b>	<b>495</b>	<b>387</b>	<b>320</b>	<b>283</b>	<b>286</b>	<b>375</b>	<b>212</b>	<b>229</b>	<b>261</b>
<b>Total Number of Programs</b>	<b>452</b>	<b>236</b>	<b>25.31%</b>	<b>79</b>	<b>20</b>	<b>19</b>	<b>71</b>	<b>47</b>	<b>36</b>	<b>13</b>	<b>75</b>	<b>84</b>
<b>Total Number Attending Programs</b>	<b>10,583</b>	<b>6,258</b>	<b>41.92%</b>	<b>1,758</b>	<b>326</b>	<b>372</b>	<b>1,890</b>	<b>1,912</b>	<b>1,834</b>	<b>145</b>	<b>2,911</b>	<b>3,288</b>
<b>Annual Meeting Room Use</b>	<b>172</b>	<b>52</b>	<b>-27.44%</b>	<b>9</b>	<b>11</b>	<b>11</b>	<b>13</b>	<b>8</b>	<b>19</b>	<b>0</b>	<b>40</b>	<b>40</b>
<b>Public Computer Usage</b>	<b>11,545</b>	<b>7,321</b>	<b>52.19%</b>	<b>1,205</b>	<b>1,457</b>	<b>1,471</b>	<b>1,667</b>	<b>1,521</b>	<b>923</b>	<b>192</b>	<b>1,871</b>	<b>2,169</b>
<b>Wireless Computer Usage</b>	<b>7,286</b>	<b>5,412</b>	<b>78.27%</b>	<b>899</b>	<b>1,085</b>	<b>1,110</b>	<b>1,178</b>	<b>1,140</b>	<b>570</b>	<b>180</b>	<b>930</b>	<b>741</b>
<b>Pages Viewed Online Catalog</b>	<b>6,366</b>	<b>308</b>	<b>-88.39%</b>	<b>208</b>	<b>92</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>288</b>	<b>1,477</b>	<b>1,974</b>	<b>2,184</b>
<b>Unique Visitors to Online Catalog</b>	<b>1,098</b>	<b>119</b>	<b>-73.99%</b>	<b>53</b>	<b>57</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>89</b>	<b>180</b>	<b>654</b>	<b>643</b>
<b>Wowlibrary users</b>	<b>2,190</b>		<b>-2.10%</b>	<b>2,181</b>	<b>2,171</b>	<b>2,159</b>	<b>2,155</b>	<b>2,144</b>	<b>2,087</b>	<b>2,187</b>	<b>1,676</b>	<b>1,649</b>
<b>Wowlibrary pages viewed</b>	<b>8,645</b>	<b>1,184</b>	<b>-67.13%</b>	<b>204</b>	<b>239</b>	<b>220</b>	<b>218</b>	<b>303</b>	<b>259</b>	<b>681</b>	<b>544</b>	<b>295</b>
<b>Wowlibrary Click-Thru to Catalog</b>	<b>1,540</b>	<b>296</b>	<b>-53.87%</b>	<b>32</b>	<b>54</b>	<b>87</b>	<b>82</b>	<b>41</b>	<b>29</b>	<b>151</b>	<b>176</b>	<b>130</b>
<b>Hotspot Pending Reserves First of Month</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Hotspot Total Checkouts (Weekly)</b>				<b>19</b>	<b>19</b>	<b>19</b>	<b>22</b>	<b>15</b>	<b>11</b>			
<b>Reserved Hotspot Total Checkouts (Daily)</b>				<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>			

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. However, we now have a remote, keyboard, and mouse for the monitor.

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 grapes on December 17, 2022 from 10 a.m. to 1 p.m.

Programs for December 2022:

The 2022 Friends of the Perry Public Library Quilt Raffle is underway and will continue until December 17. Two beautiful quilts were donated by the Perry Piecemakers Quilt Guild, and they will be on display during Art on the Prairie (November 12-13) and during the Festival of Trees. Tickets are on sale now at the library for \$1 each or 6 for \$5, all proceeds to benefit Perry Public Library programming.

The annual Carnegie Library Museum Quilt Raffle is underway and will continue until Saturday, December 17. Local quilter Linda Andorf has generously donated two holiday quilts and one holiday wall-hanging for the raffle. Come and view the quilts or purchase tickets (\$1 each /6 tickets for \$5) at the Carnegie Library Museum. All proceeds directly benefit the museum. The festive quilts will be on display there through December 16, including Art on the Prairie weekend (November 12-13). They may also be viewed at the Winter Markets (November 19 and December 17), from 10:30 a.m. to 1:00 p.m., in the Perry Public Library Community Room.

Winter Reading Program – December 2022 – February 2023 The Perry Public Library Winter Reading Program is back for children, teens, and adults! Come to the library beginning December 1<sup>st</sup> to register for a program that is just like the Summer Reading Program – Only Cooler! Participating is easy – read, record hours or complete short book reviews, and win prizes. Awesome grand prizes are available for preschool, grade school, teens, and adults.

Festival of Trees 2022 - November 22 - January 8 The Festival of Trees is back for its eighth year, and it's time to celebrate in person again! From November 22 to January 8, the Carnegie Library Museum will transform into a merry, winter wonderland, with beautifully decorated themed trees and festive displays installed by individuals, businesses, and organizations; all designed to put us in the holiday spirit.

Chess at the Library – December 1, 8, 15, 22, 29 Chess Instruction and Walk-in Chess will continue to be offered at the library this December on Thursday afternoons. Students, grades K-12, will meet from 4:30 to 5:30 pm, in the library Board Room. Chess players of all ages are welcome to meet from 5:30 to 7:30 pm, also in the Board Room, for instruction or competition.

Wee Wonders – December 1, 8 -- Babies from birth through 18 months and an adult are welcome to Wee Wonders on Thursday, December 1 in the Library Community Room. Each family receives a free book when attending. We practice sign language, read articles pertinent to new parents, sing songs, and play.



Hispanics United for Perry (HUP) will hold its annual Las Posadas Celebration on Friday, December 16 from 6:30 pm to 8:30 pm. Las Posadas is a traditional Hispanic Christmas celebration that re-enacts Joseph and Mary's search to find a room at the inn for the baby Jesus to be born. The celebration will begin with an ecumenical service at St. Patrick's Church. After the ceremony, there will be a procession and caroling down 2nd street. A dinner of pork birria, rice, and beans will be served starting at 7:30 pm at the First United Method Church. A free will offering will be collected to support HUP scholarships for graduating high school seniors. The Library will provide an activity for all attending.

**Hometown Heritage at the Carnegie Library Presents: Classic Gift Wrapping – December 17**

Have some last-minute wrapping to do? Come on over to the Carnegie Library Museum and bring in gifts to be wrapped! Participants will learn how to wrap using classic materials and decorating techniques. Event will be held on December 17 from 11:00 am to 12:00 pm at the Carnegie Library Museum in Perry. No registration required. For more information, contact Trista at the Carnegie Library at 515-465-7713.

The Perry Public Library Monthly Book Club will meet at 1:00 pm, Tuesday, December 20, in the library Community Room. The club will meet to discuss and decide on the 2023 reading list. Everyone interested is invited to join the discussion, but registration is required. Register online (<http://www.perry.lib.us>), by phone: 515-465-3569, or in person. Books are available at the library for participants. For more information, call Library Director and discussion leader Mary Murphy at 515-465-3569.

**Holiday Closings and Special Hours – December 24, 25, and 26**

The Perry Public Library and the Carnegie Library Museum will be open from 10 am to 2 pm on Saturday, December 24 and closed on Sunday, December 25, and Monday, December 26 for the Christmas holiday.

**Holiday Closings and Special Hours – December 31, January 1 and 2**

The Perry Public Library and the Carnegie Library Museum will be open from 10:00 am to 2:00 pm on Saturday, December 31, and closed on Sunday, January 1 and Monday, January 2 for the New Year's holiday.

**Craft Club: Beaded or Braided Keychains– December 27** - Hunter will be teaching participants how to make colorful beaded or braided keychains this month during Craft Club. The Craft Club will meet from 6:00 pm to 8:00 pm in the Library Community Room on Tuesday, December 27. Registration is required and the materials fee is \$5 for all participants. Registration and payment is due by 12/19/22 to join this event. To register, stop by or call the library at 515-465-3569.