

**PERRY PUBLIC LIBRARY BOARD OF TRUSTEES**

**December 8, 2022**

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

Board members Kendall Rathje, Heather Karolus, Rosa Gonzalez, Margaret Ruggle, and Mark Miller were present. Library Director Mary Murphy and Deputy Library Director Misty VonBehren were also present.

Board President Mark Miller called the meeting to order.

Agenda –Kendall Rathje moved to approve the agenda with Heather Karolus seconding the motion. MCU.

Minutes – Heather Karolus moved to approve the minutes from the November 10, 2022, meeting as emailed and Margaret Ruggle seconded the motion. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling with \$\$9,195.61 and checks #6334 - #6345, totaling \$4,548.91. The City of Perry Library Fund Status Report was reviewed. Heather Karolus moved to approve the financial reports with Kendal Rathje seconding the motion. MCU.

**Unfinished Business:**

**New Business:**

New Youth Services Librarian Laura Pieper started on November 28, 2022. Suzanne Kestel has been onboarding her with a thorough introduction to all partners and outreach contacts.

**Capital Request :**

Building Maintenance, \$10,000

Technology, \$10,000

Library Materials, \$40,000

**New Projects:**

New South Sidewalk, crumbling and sunken in places –

Attached Bid \$17,000.00

New Landscaping Lights -- Curt Bonjour

Roof & Soffits

**City of Perry Budget FY2023-2024**

See attached : Heather Karolus moved to approved the budget presented with Margaret Ruggle seconding. MCU.

Board Education – Budgeting Process Reviewed. City of Perry Maintenance Manager Barry Chayet explained about the roof deterioration and that it will have to be replaced in the next 3-5 years.

Librarian's Report:

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.

Saturday Crafternoon – December 3 Join us on the first Saturday of each month for *Saturday Crafternoons*, from 12:00 pm to 4:30 pm, in the library Community Room. We provide a dedicated makerspace for crafters and do-it-yourselfers to work on projects in a comfortable environment. Plan your next work session for Saturday, December 3, at the library.

Saturday Story Times – December 3, 10, 17 - Saturday Story Times continue in the library Community Room at 10:15 am, December 3, 10, and 17 Saturday Story Times continue in December at Perry Public Library, at 10:15 a.m. Join us for stories, activities, and crafts at these free events. No registration is needed. For more information, call the library: 515-465-3569 or visit our website at [www.perry.lib.ia.us](http://www.perry.lib.ia.us). No Story Time on Saturday, December 24.

Cooking Time with 18 Month to 3-Year-Olds – December 6 - Cooking Time with Miss Suzanne will meet on Tuesday, December 6 from 10:15 am to 11:00 am to talk about safety in the kitchen, cooking procedures, and nutrition, along with making simple snacks. Register for this four-week unit Story Time by emailing [skstel@perry.lib.ia.us](mailto:skstel@perry.lib.ia.us) or by calling 515-465-3569. Each child will receive a free apron and snack to sample. Located in the Library Community Room.

The Perry Public Library Mystery Book Club will meet at 2:00 pm, Tuesday, December 6, in-person, in the Library Community Room. The December selected titles are *Murder Most Festive* by Ada Moncrieff and *The Christmas Murder Game* by Alexandra Benedict. Interested readers are invited to join discussion leader Mary Murphy for a book discussion each month.

The Perry Public Library *Never Too Old for YA* Book Club will hold its December book discussion at 6:00 pm, on Wednesday, December 7, in the library Community Room. The selected discussion book is *History is All You Left Me* by Adam Silvera. Anyone interested may join the group at any time, but registration is required.

Cooking Time with Miss Suzanne will meet on Wednesday, December 7 from 10:15 am to 11:00 am to talk about safety in the kitchen, cooking procedures, and nutrition, along with making simple snacks. Register for this four-week unit story time by emailing [skstel@perry.lib.ia.us](mailto:skstel@perry.lib.ia.us) or by calling 515-465-3569. Each child will receive a free apron and snack to sample. Located in the Library Community Room.

Babies from birth through 18 months and an adult are welcome to Wee Wonders on Thursday, December 8 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. Sign up by registering online at [www.perry.lib.ia.us](http://www.perry.lib.ia.us) or by emailing [skstel@perry.lib.ia.us](mailto:skstel@perry.lib.ia.us).

Hometown Heritage at the Carnegie Library Museum and Hispanics United for Perry present the 2022 Festival de Arboles Noche Latina (2022 Festival of Trees Latino Night) on Thursday, December 8, 2022 from 6:00 pm to 7:30 pm. The Carnegie Library Museum will be open extended hours for visitors to view the trees and enjoy a scavenger hunt for families. This event is free and open to all.

Join us as we celebrate treasured Children's Services Librarian, Suzanne Kestel. Ms. Suzanne will retire this month and the public is invited to an Open House in her honor in the Library Community Room from 4:30 pm to 6:30 pm on December 9<sup>th</sup>. Come help us thank Suzanne and wish her well!

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.

The next normally scheduled meeting is on Thursday, January 12, 2023, 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 12/8/2022

12/8/2022

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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 Snoor 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 Development	-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 Reven...	-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 State...	2,864.68
				Friends Reimbursement	3,480.63
				Donation Income	62.40
12/2/2022	DEP	Deposit	ACH Transfer	PPLF	2,100.00
12/8/2022	6345	Girls Rock	Art on the Prairie 2022	Programming	-450.00
<b>11/4/2022 - 12/8/2022</b>					<b>4,646.70</b>
<b>BALANCE 12/8/2022</b>					<b>23,352.91</b>
<b>TOTAL INFLOWS</b>					<b>9,195.61</b>
<b>TOTAL OUTFLOWS</b>					<b>-4,548.91</b>
<b>NET TOTAL</b>					<b>4,646.70</b>

12/8/2022

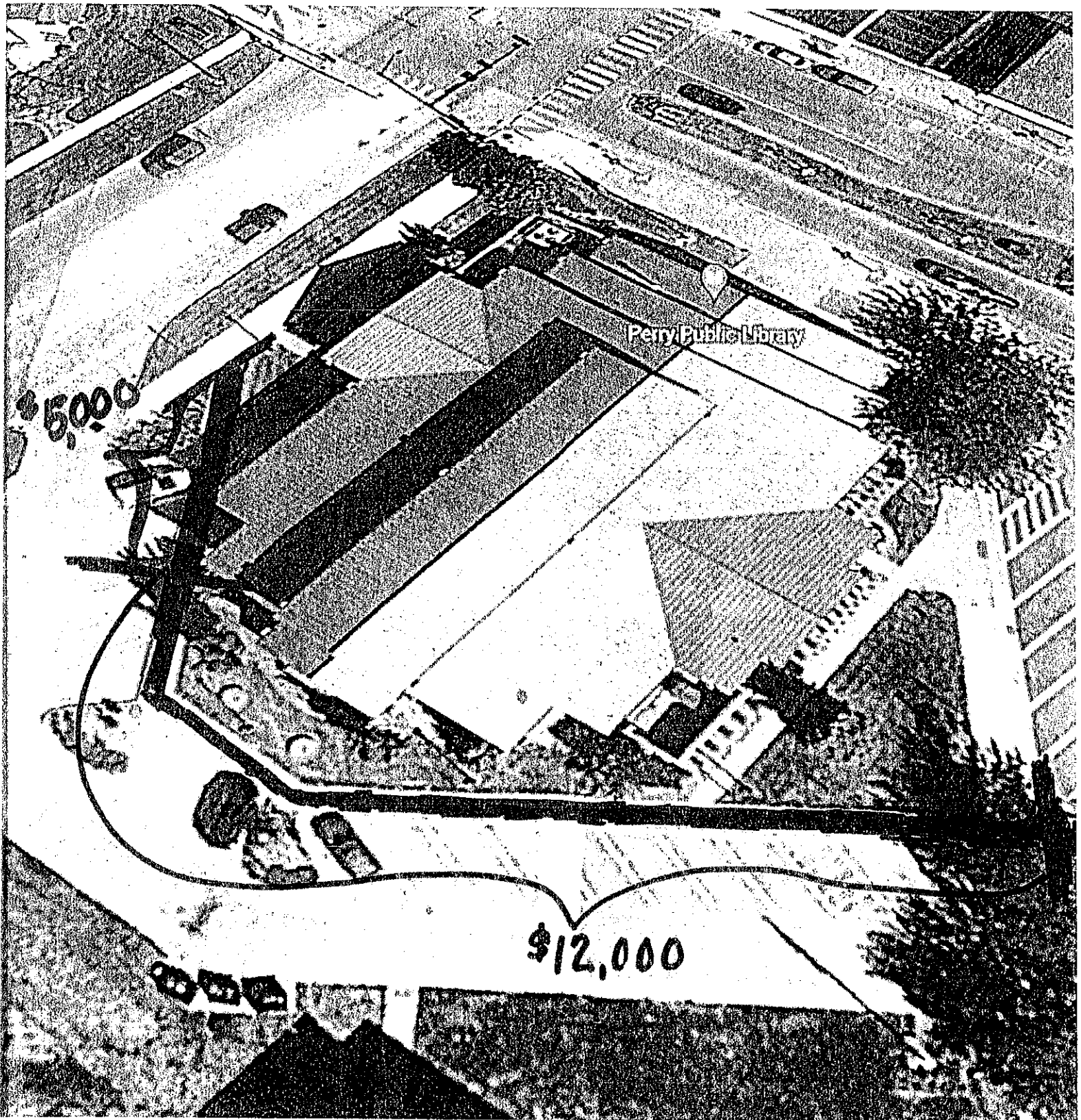
Banking Summary  
11/4/2022 through 12/8/2022

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Category	11/4/2022- 12/8/2022
<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	2,625.36
<b>TOTAL EXPENSES</b>	<b>4,548.91</b>
<b>OVERALL TOTAL</b>	<b>4,646.70</b>

**City of Perry**  
**Fund Status Report**  
**Perry Public Library**

Account	Amended	Total Budget	Total Budget	Total Budget
		FY21-22	FY22-23	FY 23-24
<b>General Fund</b>				
WAGES		\$192,690.00	\$212,397.00	
WAGES - PT		\$56,135.00	\$61,000.00	
TRAVEL AND CONFERENCE		\$1,000.00	\$1,000.00	\$1,000.00
REPAIR & MAINTENANCE BLDG		\$1,000.00	\$1,000.00	\$1,000.00
UTILITIES	\$40,000.00	\$32,000.00	\$32,000.00	\$32,000.00
TELEPHONE		\$4,500.00	\$4,500.00	\$4,500.00
INSURANCE TORT/GENERAL		\$7,238.00	\$7,994.00	\$7,994.00
CONTRACT SERVICES		\$16,000.00	\$16,000.00	\$16,000.00
CONSULTANT & PROFESSIONAL		\$10,000.00	\$10,000.00	\$10,000.00
OFFICE SUPPLY		\$5,000.00	\$5,000.00	\$5,000.00 <i>\$500?</i>
POSTAGE & SHIPPING		\$2,000.00	\$1,000.00	\$1,000.00 <i>\$500?</i>
<b>Benefit Fund</b>				
SOCIAL SECURITY		\$19,035.00		
IPERS		\$23,489.00		
PREMIUMS HEALTH INSURANCE		\$68,252.00		
PREMIUMS/LIFE/DISABILITY		\$1,087.00		
WORKERS COMPENSATION		\$276.00		
<b>Capital Fund</b>				
CAP OUTLAY-FURN/FIXTURES		\$15,345.00	\$20,090.00	
CAP OUTLAY-OFFICE EQUIP		\$14,871.00	\$13,086.00	
CAP OUTLAY - LIBRARY		\$40,000.00	\$40,000.00	
CAPITAL/BUILDING	\$50,000.00	\$32,077.00	\$35,150.00	
<b>Gift Fund</b>				
MISCELLANEOUS		\$45,000.00	\$45,000.00	\$45,000.00
CAPITAL/BOOKS		\$25,200.00	\$25,200.00	\$25,200.00



Sidewalk Repair Starts at East end of South Side Walk  
where it begins at RR Street,  
Sent to Barry in email 10/12/22



## Quotation for Services

# Harland Concrete LLC

13401 M Ave

Perry, IA 50220

C:515-979-2489

Harlandconcrete@gmail.com

www.Harlandconcrete.com

Date	Estimate #
10/4/2022	04046

Name / Address
Perry Public Library 1101 Willis Ave Perry, IA 50220

Description	Qty	Rate	Total
Estimated budget cost for the sidewalk replacement Concrete is figured at the new price effective 1/1/2023. Remove and haul away 6'x180' of sidewalk along the south side of library. Saw cut and remove two sections of broken curb, 2'x4' and 2'x6' provide up to 2" limestone sub base material install two parallel continuous rebar install expansion joint material along the back of curb pour 5" 4000# concrete top soil backfill along the sidewalk where needed chip or grind off a small section of the broken curb in the driveway at West side of the library. (This broken curb was from snow plow damage)	1	12,000.00	12,000.00
remove and replace additional 6'x75' of sidewalk on West side of library This will be completed to the same specs as above	1	5,000.00	5,000.00
Terms: Payment will be due Net 10 upon completion of work.		<b>Total</b>	
		<b>\$17,000.00</b>	