

# **Public Meeting Notice and Agenda**

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES  
will hold a meeting on

**Thursday, January 12, 2023 at 8 a.m.**

**THIS MEETING WILL BE HELD IN PERSON**

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

**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, \$12,000

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.

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 [skestel@perry.lib.ia.us](mailto:skestel@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 [skestel@perry.lib.ia.us](mailto:skestel@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 [skestel@perry.lib.ia.us](mailto:skestel@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.

**Register Report**  
12/9/2022 through 1/5/2023

1/5/2023

Page 1

Date	Num	Description	Category	Amount
<b>BALANCE 12/8/2022</b>				<b>23,444.56</b>
12/12/2022	DEP	S Deposit	State Of Iowa	2,566.50
			Donation Income	25.70
12/27/2022	DEP	S Deposit	Gifts And Memorials	25.00
			Donation Income	10.00
12/28/2022	DEP	Deposit	Gifts And Memorials	1,095.00
12/28/2022	DEP	Deposit	Gifts And Memorials	0.00
1/3/2023	DEP	S Deposit	Gifts And Memorials	500.00
			Gifts And Memorials	20.00
			Donation Income	33.60
1/5/2023	6346	S Wells Fargo Visa	Programming	-2,308.02
			Marketing Services	-197.70
1/5/2023	6347	Wells Fargo Visa	Materials:Children'...	-34.17
1/5/2023	6348	City Of Perry	Credit Debit Card ...	-99.15
1/5/2023	6350	S Fareway	Milk And Eggs	-26.90
			Retirement Open H...	-54.28
			Healthy Steps Prog...	-432.00
			Milk And Eggs	-28.90
			Milk And Eggs	-27.50
1/5/2023	6352	Books By The Bu...	Board Book Library	-200.65
1/5/2023	6351	Iowa Radio Plus	Marketing Services	-89.48
1/5/2023	6349	Raccoon Valley R...	Marketing Services	-736.56
1/5/2023	6353	Eat Greater Des ...	Food Recovery	-250.00
1/5/2023	6354	Suzanne Kestel	Outreach Mileage	-30.63
1/5/2023	6355	Sue Brickner	Outreach Mileage	-23.88
1/5/2023	6356	Laura Pieper	Outreach Mileage	-16.25
1/5/2023	6357	S Misty VonBehren	Milk And Eggs	-44.85
			Milk And Eggs	-59.85
			Milk And Eggs	-74.85
			Milk And Eggs	-67.35
1/5/2023	DEP	Deposit	PPLF	2,100.00
<b>12/9/2022 - 1/5/2023</b>				<b>1,572.83</b>
<b>BALANCE 1/5/2023</b>				<b>25,017.39</b>
<b>TOTAL INFLOWS</b>				<b>6,375.80</b>
<b>TOTAL OUTFLOWS</b>				<b>-4,802.97</b>
<b>NET TOTAL</b>				<b>1,572.83</b>

1/5/2023

**Banking Summary**  
12/9/2022 through 1/5/2023

Page 1

Category	12/9/2022- 1/5/2023
<b>INCOME</b>	
Donation Income	69.30
Gifts And Memorials	1,640.00
PPLF	2,100.00
State Of Iowa	2,566.50
<b>TOTAL INCOME</b>	<b>6,375.80</b>
<b>EXPENSES</b>	
Board Book Library	200.65
Credit Debit Card Revenue to City Hall	99.15
Food Recovery	250.00
Healthy Steps Program	432.00
Marketing Services	1,023.74
Materials	
Children's Books	34.17
<b>TOTAL Materials</b>	<b>34.17</b>
Milk And Eggs	330.20
Outreach Mileage	70.76
Programming	2,308.02
Retirement Open House	54.28
<b>TOTAL EXPENSES</b>	<b>4,802.97</b>
<b>OVERALL TOTAL</b>	<b>1,572.83</b>

**City of Perry Fund Status Report**  
**Perry Public Library and Hometown Heritage at the Carnegie Library Museum**  
**January 6, 2023**

Account Number	Account Title	Total Budget	YTD Unexp	YTD Balance	Pct Expended
<b>GENERAL FUND</b>					
001-410-6010	WAGES	\$212,397.00	\$118,062.76	\$94,334.24	56%
001-410-6020	WAGES - PT	\$61,000.00	\$32,319.13	\$28,680.87	53%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$436.11	\$563.89	44%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$393.91	\$606.09	39%
001-410-6371	UTILITIES	\$32,000.00	\$15,284.78	\$16,715.22	48%
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	\$933.05	\$9,066.95	9%
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	\$10,940.66	\$9,276.34	54%
112-410-6130	IPERS	\$25,811.00	\$12,593.78	\$13,217.22	49%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$74,415.00	\$39,174.63	\$35,240.37	53%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,249.00	\$597.18	\$651.82	48%
112-410-6160	WORKERS COMPENSATION	\$534.00	\$392.08	\$141.92	73%
<b>CAPITAL FUNDS</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	<b>(\$33,118.00)</b>	0%
<b>GIFT FUND</b>					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$7,009.53	\$37,990.47	16%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$1,096.10	\$24,103.90	4%
<b>HH at CLM FUND</b>					
178-410-6020	WAGES - PART TIME	\$25,694.00	\$11,847.90	\$13,846.10	46%
178-410-6110	FICA	\$1,966.00	\$906.35	\$1,059.65	46%
178-410-6130	IPERS	\$2,426.00	\$872.44	\$1,553.56	36%
178-410-6310	BUILDING REPAIR/MAINT	\$3,000.00	\$512.40	\$2,487.60	17%
178-410-6371	UTILITIES	\$7,000.00	\$1,947.70	\$5,052.30	28%
178-410-6373	TELEPHONE/COMMUNICATIONS	\$1,600.00	\$515.88	\$1,084.12	32%
178-410-6408	INSURANCE	\$5,883.00	\$0.00	\$5,883.00	0%
<b>LIBRARY TOTAL</b>		<b>\$700,212.00</b>	<b>\$352,511.19</b>	<b>\$347,700.81</b>	<b>50%</b>

## Board Overview

	FY 2021-2022	FY 2022-2023 Year to Date	Fiscal Year % Change	Dec.	FY21-22 Dec.	FY 20-21 DEC	FY 19-20 DEC	FY 18-19 DEC
<b>Volumes Held at Start of Period</b>	106,485		<b>1.20%</b>	107,768	107,822	109,385	111,269	79,168
Electronic Music Circulation	392	68	<b>-65.31%</b>	13	34	40	29	82
Electronic Audiobook Circulation	2,959	1,581	<b>6.86%</b>	218	192	242	172	152
Electronic Book Circulation	4,280	1,652	<b>-22.80%</b>	232	284	279	252	234
Electronic Video Circulation	714	375	<b>5%</b>	52	51	30	13	
Electronic Magazine Circulation	318	195	<b>23%</b>	30	69			
<b>Total Circulation</b>	<b>67,196</b>	<b>35,204</b>	<b>4.78%</b>	<b>5,149</b>	<b>5,455</b>	<b>3,547</b>	<b>5,785</b>	<b>4,880</b>
<b>Number of Borrowers at End of Period</b>	<b>5,650</b>		<b>2.81%</b>	<b>5,809</b>	<b>5,470</b>	<b>5,189</b>	<b>5,077</b>	<b>5,615</b>
PPL Door Count	49,678	29,406	<b>18.39%</b>	4,352	3,596	0	5160	5182
HH & Carnegie Door Count	601	2,423	<b>706.32%</b>	303	0			
<b>Library Visits</b>	<b>50,279</b>	<b>31,829</b>	<b>26.61%</b>	<b>4,655</b>	<b>3,596</b>	<b>0</b>	<b>5,160</b>	<b>5,182</b>
<b>Total Number of Reference Questions</b>	<b>4,004</b>	<b>2,138</b>	<b>6.79%</b>	<b>367</b>	<b>342</b>	<b>176</b>	<b>268</b>	<b>209</b>
<b>Total Number of Programs</b>	<b>452</b>	<b>329</b>	<b>45.58%</b>	<b>42</b>	<b>29</b>	<b>17</b>	<b>63</b>	<b>66</b>
<b>Total Number Attending Programs</b>	<b>10,583</b>	<b>8,739</b>	<b>65.15%</b>	<b>741</b>	<b>353</b>	<b>260</b>	<b>657</b>	<b>767</b>
<b>Annual Meeting Room Use</b>	<b>172</b>	<b>56</b>	<b>-34.88%</b>	<b>4</b>	<b>15</b>	<b>0</b>	<b>34</b>	<b>36</b>
<b>Public Computer Usage</b>	<b>11,545</b>	<b>8,787</b>	<b>52.22%</b>	<b>1,466</b>	<b>802</b>	<b>235</b>	<b>1,922</b>	<b>1,945</b>
<b>Wireless Computer Usage</b>	<b>7,286</b>	<b>6,466</b>	<b>77.49%</b>	<b>1,054</b>	<b>558</b>	<b>186</b>	<b>899</b>	<b>778</b>
<b>Pages Viewed Online Catalog</b>	<b>6,366</b>	<b>308</b>	<b>-90.32%</b>	<b>0</b>	<b>309</b>	<b>956</b>	<b>1,721</b>	<b>1,952</b>
<b>Unique Visitors to Online Catalog</b>	<b>1,098</b>	<b>119</b>	<b>-78.32%</b>	<b>0</b>	<b>86</b>	<b>132</b>	<b>587</b>	<b>580</b>
<b>Wowbrary users</b>	<b>2,190</b>		<b>-2.51%</b>	<b>2,135</b>	<b>2,082</b>	<b>2,191</b>	<b>1,662</b>	<b>1,640</b>
<b>Wowbrary pages viewed</b>	<b>8,645</b>	<b>1,397</b>	<b>-67.68%</b>	<b>213</b>	<b>219</b>	<b>828</b>	<b>374</b>	<b>303</b>
<b>Wowbrary Click-Thru to Catalog</b>	<b>1,540</b>	<b>452</b>	<b>-41.30%</b>	<b>156</b>	<b>44</b>	<b>246</b>	<b>141</b>	<b>151</b>
<b>Hotspot Pending Reserves First of Month</b>				<b>0</b>	<b>0</b>			
<b>Hotspot Total Checkouts (Weekly)</b>				<b>14</b>	<b>15</b>			
<b>Reserved Hotspot Total Checkouts (Daily)</b>				<b>2</b>	<b>0</b>			

Hometown Heritage at the Carnegie Library Museum  
 January 5, 2023

Statistic	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	YTD 2022
Door Count	15	99	4	185	127	234	215	89	96	129	1658	303	3154
Tours				4	47	54	29	9	29	42	4	3	221
Non Tour/Program				61	13	52	43	41	14	34		9	267
<b>Programs</b>													0
Open House	14												0
Chocolate Walk		95											14
Volunteer Mtg		4											95
A conversation With				14	14	15		8	9	5	28	4	97
Historical Craft				13	4		13	10	5	17		2	64
3rd Sunday				18	14	25	28	9	10	12			116
Reawaking				20	35	46	0		29				130
Offsite Program						48							48
Festival of trees											66	255	321
Birthday Party				14									14
Clover Kids				17									17
Kids Fest						23							23
Summer Reading							52			8			60
Carnegie Program											10		10
Art on the Prairie											1550		1550
Latino Fest												30	30
													0
<b>Meetings</b>													0
Qtrly Classics	1		4	9			2						16
Piece Makers Quilt Guild				15									15
Lunch Bunch/Peivate Lunch						19		12					31
DMACC										11			11



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

Statistics are attached for both the Perry Public Library and Hometown Heritage at the Carnegie Library Museum.

The Solar Project monitor IS LIVE!!!.

The new (2020) east exterior door is not working like it should again. We are looking into replacing the door opener operator. We have had multiple people come out and work on the door closer and it never "stays" fixed.

Estimate for Capital Requests – please find attached.

Programming:

Winter Craft Swap Donations Collected– Now through January 19

Swap craft supplies beginning Friday, January 20 from 10:00 am to 6:00 pm, Saturday, January 21 from 10:00 am until 5:00 pm, and Sunday, January 22, 2023 from 1:00 pm to 4:00 pm.

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 to register, find new books to read, and find our hidden friends! Participating is easy – read, record hours or complete short book reviews, and win prizes.

Festival of Trees 2022 - November 22 - January 8

The Festival of Trees will continue spreading festive cheer through January 8! The Carnegie Library Museum is open Tuesdays and Wednesdays from 10:00 am to 4:00 pm, Thursdays from 10:00 am to 7:00 pm, Friday through Saturday from 10:00 am to 4:00 pm, and Sundays from 1:00 pm to 4:00pm.

NEW PROGRAM January Grab and Go Kid's Craft - Free DIY Mini Flower Pot Polar Bear Craft Kit – Available January 3<sup>rd</sup>

Kids looking for a creative project to enjoy at home can come into the Perry Public Library beginning January 3<sup>rd</sup> to pick up a Free DIY Mini Flower Pot Polar Bear Craft Kit.

January Grab and Go Adult Craft - Free DIY Button Flowers Bouquet Craft Kit – Available January 5<sup>th</sup>

Sometimes it's nice to stay home and enjoy learning a new craft at your leisure. Why not bring home a Free DIY Button Flowers Bouquet Craft Kit from the Perry Public Library? This January Grab and Go Adult Craft includes materials and instructions for making delightful, miniature button flower bouquets to adorn your home.

Never Too Old for YA Book Club: *With the Fire on High* by Elizabeth Acevedo – January 4

The Perry Public Library Never Too Old for YA Book Club will hold its January book discussion at 6:00 pm, on Wednesday, January 4, in the library Community Room. The selected discussion book is *With the Fire on High* by Elizabeth Acevedo.

Chess at the Library – January 5, 12, 19, 26

The Perry Public Library Monthly Book Club will meet at 1:00 pm, Tuesday, January 17, in the library Community Room. For January, the club will discuss Jon Grinspan's *The Age of Acrimony: How Americans Fought to Fix Their Democracy, 1865-1915*.

**NEW PROGRAM** Wow! Wednesdays – 3<sup>rd</sup> through 5<sup>th</sup> – January 18

Attention elementary school students! Come check out our new after-school program that's full of fun crafts, STEM activities, LEGO building time, and games! You'll have a blast! Third through fifth graders meet on the third Wednesday of each month from 3:00 pm to 4:00 pm. This event is free and no registration is required. For questions, call the library or Youth Services Librarian Laura Pieper at (515) 465-3569 or e-mail [lpieper@perry.lib.ia.us](mailto:lpieper@perry.lib.ia.us).

Hometown Heritage at the Carnegie Library Presents: The Life of Andrew Carnegie – January 26

The Perry community is invited to this free special presentation at the Carnegie Library on January 26 from 6:30 pm to 7:30 pm. Follow the life of Andrew Carnegie, a philanthropist best known for his special emphasis on building local libraries, from birth to death. Discover how he became the richest man in the world, surpassing even John D. Rockefeller, and went on to give away almost 90% of his fortune to promote peace, education, and libraries.

January Craft Club: Polymer Clay Pens – January 30<sup>th</sup>

Did you know that you can take a basic pen and transform it into a one-of-a-kind keepsake? Join Hunter for the Perry Public Library's January Craft Club, where she will teach attendees how to use polymer clay to create marbled, tie-dyed, and solid pen designs. Crafters will meet in the Library Community Room on January 30<sup>th</sup> from 6:00 pm to 8:00 pm to create their designs and then they will take their pens home to finish baking them.

Never Too Old for YA Book Club: *Aristotle and Dante Discover the Secrets to the Universe*  
by Benjamin Alire Saenz – February 1

On February 1<sup>st</sup>, come explore themes of friendship and identity with the Perry Public Library's Never Too Old for YA Book Club. The club will meet at 6:00 pm, on Wednesday, February 1, in the library Community Room. The selected discussion book is *Aristotle and Dante Discover the Secrets to the Universe* by Benjamin Alire Saenz. Interested adults and teens may join the group at any time, but registration is required. Books are available at the library for registrants. Register online at [www.perry.lib.ia.us](http://www.perry.lib.ia.us), in person, or call the library for more information at 515-465-3569.