

# **Public Meeting Notice and Agenda**

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

**Thursday, February 13, 2020 at 8 a.m.**

in the Perry Public Library Small Meeting Room

1101 Willis Avenue, Perry, IA 50220

Please enter library by east door by the 24-hour book drop.

1. Roll Call
2. Approval of Agenda
3. Approval of January Meeting Minutes
4. Approval of February Gift Fund Claims and City Budget: Library Fund Status FY20
5. Unfinished Business:
  - a. Building Project
  - b. Budget and Capitals FY 20/21
6. New Business:
7. Librarian's Report and Statistics
8. Board Education
9. Open Forum
10. Next Meeting on March 12, 2019 at 8 a.m.
11. Adjourn

The Perry Public Library Board of Trustees met in regular session on Thursday, January 9, 2020.

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

President Mark Miller called the meeting to order.

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

Minutes – Margaret Ruggle moved and Jeremy Winter seconded a motion to approve the minutes of the December 12, 2019 meeting. MCU.

Gift Fund bills were presented with deposits and expenses explained. Rosa Gonzalez moved and Heather Karolus seconded a motion to approve checks #5870 - #5886 in the amount of \$3,919.69 from the Gift Fund. MCU. The Board reviewed the Library line items from the FY20 City of Perry Budget.

**Unfinished Business:**

Building Project – The Board reviewed the schematic budget and drawings provided by SVPA as the final products of the P18083 Design Services agreement with SVPA. The budget increased to \$308,274. Rosa Gonzalez moved to accept the final products of the agreement and pay the remaining balance of the not to exceed figure of \$8,400. Jeremy Winter seconded the motion. MCU.

**New Business:**

City Budget for FY20-21 – The Board reviewed the updated budget presented by Director Murphy. Several quotes are needed to finalize the Capital Requests.

**Librarian's Report:**

**Statistics**

Perry Public Library will offer fine amnesty to library patrons during the month of January 2020, with our second annual Resolve to Read program, a New Year's Resolution opportunity for those with outstanding library fines.

First through Fifth graders are invited to join Perry Public Library staff for Legos @ the Library, on Wednesday, January 8, at 3:30 p.m., in the Perry Public Library meeting room.

In keeping with the Dr. Martin Luther King, Jr. commemorations this month, Perry Public Library will hold a screening with filmmaker Craig Dudnick of his film *Alice's Ordinary People*, at 6:30 p.m., Thursday, January 9, in the library large meeting room. Dudnick's film tells the story of civil rights activist Alice Tregay, and of "ordinary people effecting extraordinary change for human rights".

The Perry Public Library Craft Club will hold their January event on Monday, January 13, at 6:30 p.m., in the library meeting room, and the featured craft will be *DIY Bath Salts*. Everyone is invited to join us for any Craft Club event, but advance registration is required, along with a \$5 deposit. All supplies for the craft

projects are provided, specifically purchased for the number of participants. The deposit helps defray the cost of supplies purchased for registrants who must cancel.

The Quarterly Classics Book Club will meet at 7:00 p.m., Tuesday, January 14, at the Carnegie Library Museum. The selected title for discussion is *Belinda* by Maria Edgeworth. Anyone interested in reading and discussing classic books is invited to join the group for any of the quarterly discussions.

The January meeting of the Perry Public Library Monthly Book Club is scheduled for 1:00 p.m., Tuesday, January 21, and it will be held in the Perry Public Library large meeting room. The selected title is *Breakfast with Buddha* by Roland Merullo, and we will be Skyping with the author at this special event. Books are available at the library, and anyone interested is welcome to join the group.

The library will host a special event called 'Be a Princess @ Your Library', for children from four to eight years old and an accompanying adult. At 5:00 p.m., Thursday, January 23, we will meet in the library meeting room and become princesses! We will make tiaras and wands, and each child will receive a Belle magnetic doll and wardrobe. We will play games, paint our fingernails, and enjoy a light supper fit for royalty! (Feel free to dress up as a princess.) This event is limited to fifteen children, and registration is required. A snow date has been set for Thursday, January 30. Sign up today! 515-465-3569.

Perry Public Library will open up the large meeting room for *Open Craft* time, Saturday, January 25, from 10:00 a.m. to 4:00 p.m. All interested adults are invited to bring their crafts and projects to work on independently in our comfortable maker-space.

A new storytime session will start January 7, 8, and 9 with a Winter theme. Children from 18 months of age to three years old are invited to join Ms. Suzanne on Tuesday mornings starting Jan. 7 at 10:15 a.m. Children that are four and five years of age and families are invited to come on Wednesday starting Jan. 8 at 10:15 a.m. Wee Wonders storytime are for infants that are newborns to 18 months of age. Please bring your infant to Wee Wonders on Thursdays starting on January 9 at 10:30 a.m.

The contract between the Iowa Dept. of Public Health and Dallas County Public Health are in the final stages of approval for the "Harnessing the Power of Iowa's Library" Project. The planned Story Walk is being presented at the Perry Parks and Recreation Board on Monday, January 13, 2020 meeting.

Board Education: Budgeting and Capital Request FY20-21

The next meeting is scheduled on Thursday, February 13, 2020 at 8 a.m. in the library's small meeting room. Please enter by the east door. It will be open. The public is always welcome.

Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

# Register Report

1/3/2020 through 2/6/2020

2/6/2020

Page 1

Date	Account	Num	Description	Memo	Category	Amount
<b>BALANCE 1/2/2020</b>						<b>26,761.75</b>
1/6/2020	Checking	DEP	S Deposit		Reimbursements	257.47
					Gifts And Memorials	82.00
1/13/2020	Checking	DEP	S Deposit	PPLF	Gifts And Memorials	2,100.00
					Gifts And Memorials	13.00
1/21/2020	Checking	DEP	S Deposit	Dean Peters Memorial	Gifts And Memorials	590.00
					Gifts And Memorials	4.00
					KCups	1.00
1/27/2020	Checking	DEP	S Deposit	Dean Peters	Gifts And Memorials	73.00
					Gifts And Memorials	15.00
					KCups	3.00
2/3/2020	Checking	DEP	Deposit		Gifts And Memorials	32.00
2/4/2020	Checking	DEP	Deposit	Cash Register	PPLF	2,100.00
2/5/2020	Checking	5887	S Ingram Library S...		Materials:Fiction	-866.38
					Materials:Non-fiction	-203.93
					Materials:Audiobooks	-19.25
					Materials:Children's Bo...	-215.33
					Materials:Young Adult	-66.26
					Materials:Replacements	-35.47
					Materials:Health Grant	-81.88
2/5/2020	Checking	5888	S Wells Fargo		Materials:Videos	-206.70
					Materials:Children's Bo...	-35.26
				Fiction	Materials:Adults	-27.99
				NF	Materials:Adults	-25.98
					Materials:Audio	-15.96
					Materials:HotSpot	-200.05
					Programming	-220.88
					Professional Developm...	-245.00
					Marketing	-26.26
2/5/2020	Checking	5889	S Midwest Tape	98364210	Materials:Videos	-31.99
				98391293	Materials:Videos	-23.61
				98426937	Materials:Videos	-23.61
				98481267	Materials:Videos	-24.95
				98513468	Materials:Videos	-24.40
				98548692	Materials:Audio	-44.99
				98548694	Materials:Videos	-23.61
2/5/2020	Checking	5890	S Recorded Books	76594341	Materials:ebooks	-49.60
				76594564	Materials:eaudiobook	-75.99
				76597423	Materials:Streaming	-8.97
				76602806	Materials:ebooks	-127.20
2/5/2020	Checking	5891	World Trade Pre...	AtoZ World Travel	Materials:e Reference	-206.00
2/5/2020	Checking	5892	Scholastic Inc.	Inv. #20854286	Materials:Children's Bo...	-150.00
2/5/2020	Checking	5893	S Gale / CENGAGE	69171675	Materials:Adults	-123.45
				69417672	Materials:Adults	-50.98
2/5/2020	Checking	5894	Advantage Archi...	Perry Chief 7/1/15 - ...	Digitization Project	-420.00
2/5/2020	Checking	5895	Perry Paint & Gl...	Touch Up for Large ...	Paint	-180.00
2/5/2020	Checking	5896	Creative Product...	CPI083626	Adult SRP 2020	-238.57
2/5/2020	Checking	5897	Fareway	January Store Acco...	Afterschool Snack Exp...	-154.57
2/5/2020	Checking	5898	City Of Perry	January 2020	Credit Debit Card Rev...	-125.80
2/5/2020	Checking	5899	Suzanne Kestel	Dec 2019 & Jan 2020	Outreach Mileage	-29.90
2/5/2020	Checking	5900	Sue Brickner	Nov 13, 27, Dec 11, ...	Outreach Mileage	-21.37

# Register Report

1/3/2020 through 2/6/2020

2/6/2020

Page 2

Date	Account	Num	Description	Memo	Category	Amount
2/5/2020	Checking	5901	Toby, The Ballo...	Balloon Twister Dow...	KidsFest 2020 Expense	-135.00
2/5/2020	Checking	5902	Jeff Graney	Spanish Class	Programming	-100.00
2/5/2020	Checking	5903	Jeff Graney	Spanish Class	Programming	-100.00
2/5/2020	Checking	5904	Jeff Graney	Spanish Class	Programming	-100.00
2/5/2020	Checking	5905	Jeff Graney	Spanish Class	Programming	-100.00
2/5/2020	Checking	5906	Kristine Jimenez	Face Painter	Children's Activities	-200.00
2/5/2020	Checking	5907	Kristine Jimenez	Face Painting	Children's Activities	-100.00
2/5/2020	Checking	5908	Sue Brickner	Face Painting	Children's Activities	-100.00
<b>1/3/2020 - 2/6/2020</b>						<b>-316.67</b>

**BALANCE 2/6/2020**

**26,445.08**

**TOTAL INFLOWS** 5,270.47

**TOTAL OUTFLOWS** -5,587.14

**NET TOTAL** -316.67

**Banking Summary**  
1/3/2020 through 2/6/2020

Category	1/3/2020- 2/6/2020
<b>INCOME</b>	
Gifts And Memorials	2,909.00
KCups	4.00
PPLF	2,100.00
Reimbursements	257.47
<b>TOTAL INCOME</b>	<b>5,270.47</b>
<b>EXPENSES</b>	
Adult SRP 2020	238.57
Afterschool Snack Expenses	154.57
Children's Activities	400.00
Credit Debit Card Revenue to City Hall	125.80
Digitization Project	420.00
KidsFest 2020 Expense	135.00
Marketing	26.26
Materials	
Adults	228.40
Audio	60.95
Audiobooks	19.25
Children's Books	400.59
e Reference	206.00
eaudiobook	75.99
ebooks	176.80
Fiction	866.38
Health Grant	81.88
HotSpot	200.05
Non-fiction	203.93
Replacements	35.47
Streaming	8.97
Videos	358.87
Young Adult	66.26
<b>TOTAL Materials</b>	<b>2,989.79</b>
Outreach Mileage	51.27
Paint	180.00
Professional Development	245.00
Programming	620.88
<b>TOTAL EXPENSES</b>	<b>5,587.14</b>
<b>OVERALL TOTAL</b>	<b>-316.67</b>

**City of Perry Budget FY1920**  
**Perry Public Library Line Items**  
**Fund Status Report**  
**February 6, 2020**

**GL Budget Report: CULTURE & RECREATION - LIBRARY**

Account Number	Account Title	Total Budget	YTD		Pct Expended
			Expended	YTD Unexp	
<b>GENERAL FUND</b>					
001-410-6010	WAGES	\$176,472.00	\$107,847.40	\$68,624.60	61%
001-410-6020	WAGES - PT	\$50,500.00	\$36,231.88	\$14,268.12	72%
001-410-6050	FEES	\$0.00	\$0.00	\$0.00	0%
001-410-6181	ALLOWANCES/REIMBURSABLES	\$0.00	\$0.00	\$0.00	0%
001-410-6210	DUES, MEMBERSHIP & SUBSCR	\$0.00	\$0.00	\$0.00	0%
001-410-6230	STAFF DEVELOPMENT	\$0.00	\$0.00	\$0.00	0%
001-410-6240	TRAVEL AND CONFERENCE	\$500.00	\$720.00	(\$220.00)	144%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$1,467.58	(\$467.58)	147%
001-410-6371	UTILITIES	\$32,000.00	\$26,391.33	\$5,608.67	82%
001-410-6373	TELEPHONE	\$4,000.00	\$2,542.91	\$1,457.09	64%
001-410-6408	INSURANCE TORT/GENERAL	\$6,500.00	\$0.00	\$6,500.00	0%
001-410-6413	CONTRACT SERVICES	\$17,000.00	\$5,627.94	\$11,372.06	33%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$6,517.50	\$2,982.50	69%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$3,476.81	\$1,523.19	70%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$73.95	\$2,426.05	3%
001-410-6514	INVENTORY & SUPPLIES	\$1,000.00	\$708.33	\$291.67	71%
<b>BENEFIT FUND</b>					
112-410-6110	SOCIAL SECURITY	\$17,363.00	\$10,364.57	\$6,998.43	60%
112-410-6130	IPERS	\$21,426.00	\$12,308.09	\$9,117.91	57%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$57,352.00	\$34,836.57	\$22,515.43	61%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,089.00	\$617.21	\$471.79	57%
112-410-6154	PREMIUMS/DENTAL/VISION	\$1,392.00	\$0.00	\$1,392.00	0%
112-410-6160	WORKERS COMPENSATION	\$323.00	\$281.99	\$41.01	87%
<b>LOST CAPITALS</b>					
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$23,560.00	\$23,155.06	\$404.94	98%
121-410-6770	CAP OUTLAY - LIBRARY	\$35,000.00	\$39,512.18	(\$4,512.18)	113%
122-410-6750	CAPITAL/BUILDING	\$40,000.00	\$31,189.79	\$8,810.21	78%
<b>GIFT FUND</b>					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$19,144.37	\$25,855.63	43%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$137.16	\$25,062.84	1%
<b>LIBRARY TOTAL</b>		<b>\$573,677.00</b>	<b>\$363,152.62</b>	<b>\$210,524.38</b>	<b>63%</b>

## Board Overview

	FY 2018-2019	FY 2019-2020 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Last FY Jan.
<b>Volumes Held at Start of Period</b>	74,435		<b>49.68%</b>	59,031	111,990	111,395	110,694	111,032	111,269	111,413	79,039
Freegal Music Circulation	545	162	<b>-40.55%</b>	2	46	12	21	20	29	32	79
Electronic Audiobook Circulation	2,123	1,259	<b>18.61%</b>	234	161	163	178	164	172	187	211
Electronic Book Circulation	2,984	1,567	<b>5.03%</b>	237	213	199	197	192	252	277	266
Electronic Video Circulation	1	144	<b>28700%</b>	20	12	7	11	14	13	67	
<b>Total Circulation</b>	70,812	41,779	<b>18.00%</b>	7,417	5,406	5,712	6,494	5,422	5,785	5,543	5,216
<b>Number of Borrowers at End of Period</b>	4,880		<b>4.67%</b>	4,908	4,948	4,997	5,022	5,050	5,077	5,108	4,593
<b>Library Visits</b>	73,003	42,363	<b>16.06%</b>	7,347	5,530	5,293	6,888	6,890	5,160	5,255	4,749
<b>Total Number of Reference Questions</b>	3,484	2,012	<b>15.50%</b>	329	286	345	322	229	268	233	313
<b>Total Number of Programs</b>	778	458	<b>17.74%</b>	81	33	58	80	75	63	68	71
<b>Total Number Attending Programs</b>	21,845	8,904	<b>-18.48%</b>	1,832	374	787	1,560	2,911	657	783	830
<b>Annual Meeting Room Use</b>	418	276	<b>32.06%</b>	26	33	45	58	40	34	40	38
<b>Public Computer Usage</b>	25,227	13,234	<b>4.92%</b>	1,929	1,736	1,903	2,268	1,871	1,922	1,605	1,818
<b>Wireless Computer Usage</b>	9,467	5,836	<b>23.29%</b>	791	700	780	1,023	930	899	713	719
<b>Pages Viewed on Web Site</b>	28,089	15,642	<b>11.37%</b>	2,888	2,138	2,035	2,327	1,974	1,721	2,559	2,266
<b>Unique Visitors to Web Site</b>	7,409	4,676	<b>26.22%</b>	662	634	686	758	654	587	695	591
<b>Pages Viewed Online Catalog</b>	26,089	9,671	<b>-25.86%</b>	2,304	1,710	1,745	916	1,009	939	1,048	2,975
<b>Unique Visitors to Online Catalog</b>	1,932	707	<b>-26.81%</b>	0	0	137	159	139	124	148	257
<b>Wowbrary users</b>	1,700		<b>-2.59%</b>	1,692	1,686	1,681	1,678	1,676	1,662	1,656	1,634
<b>Wowbrary pages viewed</b>	3,936	3,126	<b>58.84%</b>	477	320	263	470	544	374	678	423
<b>Wowbrary Click-Thru to Catalog</b>	1,816	996	<b>9.69%</b>	146	161	72	147	176	141	153	182



Statistics – Discuss at meeting.

First through Fifth graders are invited to join Perry Public Library staff for *Legos @ the Library*, on Wednesday, February 5, at 3:30 p.m., in the Perry Public Library meeting room. The first half-hour of the program is an activity with a theme, and the remainder of the time will be free play.

Anyone who is interested in learning more about Medicare benefits is welcome to attend a free *Medicare Basics* seminar with Aaron Thacker on Thursday, February 6, at 6:00 p.m., at Perry Public Library.

Perry Public Library will participate in the 2020 Perry Area Chocolate Walk, scheduled for Saturday, February 8, from 10:00 a.m. to 4:00 p.m. Chocolate Walkers are welcome to stop by and warm up, see what the library has to offer, and take home a chocolate treat.

\*\*\*Health Initiative Program: Crazy for Carrots – The month of February will focus on the vegetable carrots. Library Director Mary Murphy will be at the *Winter Farmer's Market* at La Poste from 10 a.m. to 4 p.m. on February 8<sup>th</sup>; at the *Take your Child to the Library* at the Library from 10 a.m. to 12:30 p.m. on February 15<sup>th</sup>; and at the *Senior Fellowship Meal* at the McCreary Center at noon to 1 p.m. on February 19<sup>th</sup>. Carrots will be available for sampling, with free bags of carrots given away along with recipes at each of these events. Each month in 2020, the library will feature a different fruit or vegetable at library programs and at the Senior Fellowship meal. Samples will be available, free take-home packages of the fruit or vegetable given away along with recipes using the fruit and vegetable.

All interested crafters are invited to meet at 6:00 p.m., Monday, February 10, at Perry Public Library for *Craft Club*. The February project will be String Art Heart. All materials are provided for participants, but registration and a \$5 materials deposit you get back at the event are required.

Perry Public Library invites patrons to participate in this year's *Take Your Child to the Library* event, scheduled for Saturday, February 15, from 10:00 a.m. to 12:30 p.m., at the library. This is a fun, family-friendly event for children up through second grade, and its purpose is to inform the public about our library and its services. Participants are encouraged to sign up for a free library card. There will be a carnival, face-painting, cookie-frosting, and each child who attends receives a free book.

Perry Public Library will be closed Monday, February 17, in observance of Presidents Day.

*Monthly Book Club* February Discussion – February 18

The Perry Public Library Monthly Book Club will hold their February meeting at 1:00 p.m., Tuesday, February 18, in the Clarion Room of the Security Bank Building, 1102 Willis Avenue. The selected title for discussion is *Warlight* by Michael Ondaatje.

A free *Medicare Basics* seminar with Aaron Thacker is offered on Saturday, February 22, from 10:30 to 11:30 a.m., at Perry Public Library

Perry Public Library will host a special *Cars Party*, from 5:00 to 6:30 p.m., on Monday, February 24. This program is designed for preschool and elementary school children, ages four through eight, and it will include activities, games, and a light supper, all with a *Cars* theme.

\*\*\*Health Initiative Program - The library will host a special event on heart health, at 7:00 p.m., Monday, February 24, at the Carnegie Library Museum. This program will offer free heart health screenings and a book talk of *Heart: A History* by Sandeep Jauhar. This event is funded for Perry Public Library by the *Health Initiative* grant, through the Iowa Department of Public Health. Dallas County Hospital Education Manager Sally Swenson will administer free heart health screenings at this event, and anyone interested in learning about heart health is invited and encouraged to attend. As an ongoing healthy heart initiative, a book club set of *Heart: A History* will be available for groups and organizations to check out from the library.

Everyone is invited to attend a special Leap Year event at Perry Public Library. Join us for our February Lifelong Learners Coffee: *Leap of Faith - The Adventure of Entrepreneurship*, at 9:00 a.m., Friday, February 28, in the library meeting room. Several local businesswomen, artists, and entrepreneurs will be with us to share personal stories about starting new ventures and following a dream. We will participate in some Leap Year themed activities, enjoy free coffee and refreshments, and hold a drawing for a door prize. Don't wait another four years - celebrate Leap Year 2020 with us at this free event!

The Perry Public Library large meeting room will be open as a work area for interested crafters, Saturday, February 29, from 10:00 a.m. to 4:00 p.m. Bring your own materials, and work on your projects in our comfortable maker-space!

Deputy Director Misty VonBehren has been working on a library new website. It has the same URL at [www.perry.lib.ia.us](http://www.perry.lib.ia.us) . It has many new features and lots of marketing for all of our collection, services, and programs.