

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, January 13, 2021 at 8 a.m.

THIS MEETING WILL BE HELD IN PERSON

At the Perry Public Library

1. Roll Call
2. Approval of Agenda
3. Approval of December 9, 2021 Meeting Minutes
4. Approval of Financial Statements: Gift Claims and City of Perry Library Line Items
5. Unfinished Business:
 - a. Special Project –Security Camera System Update
 - b. Strategic Plan
6. New Business
7. Board Education – Strategic Planning
8. Librarian Report
9. Open Forum
10. Next Regularly Scheduled Meeting is on Thursday, February 10, 2021 at 8 a.m.
11. Adjourn

The Perry Public Library Board of Trustees met in regular session on Thursday, December 9, 2021, at 8 a.m. Note: This meeting was held in-person in the Community Room at the Perry Public Library.

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

Board President Mark Miller called the meeting to order.

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

Minutes – Heather Karolus moved to approve amended minutes from the November 10, 2021, meeting, and Margaret Ruggie seconded. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling \$2,744.60 and nine checks, #6136 - #6143, totaling \$3,575.99. The City of Perry Library Fund Status Report was reviewed. Rosa Gonzalez moved to approve the financial reports with Heather Karolus seconding the motion. MCU.

Unfinished Business:

Security Camera System Update – The Library was awarded the ARPA Grant of \$5,000 from the State Library of Iowa. Drees Company has been in the library installing the new equipment. They will finish next Tuesday when Tyler from Drees and IT Consultant Mark Kacmaryski will both be onsite at the same time to integrate the security camera system with the library network.

Strategic Planning Process – Director Murphy will bring the Strategic Plan to the January meeting.

Partnership with City of Perry and Hometown Heritage – The City Attorney reviewed the Memorandum of Understanding and it is attached. The conditions that the Library Board put forth have been agreed upon.

Conditions:

1. A five-year commitment of funding. Bill Clark committed to raising funds for a Hometown Heritage operating budget for the next five years.
2. Director Murphy developed a Job Description for the Library Director which includes oversight for the Hometown Heritage employees and their work. In discussing an hourly commitment for budgeting purposes, Director Murphy estimated one hour per day the Carnegie Library Museum is open. This is a rough estimate knowing that some days will be less, and some may be more. There would be the expectation that

the Library Director will be present for all Hometown Heritage programming. Hometown Heritage President Bill Clark agreed to this condition.

3. As far as security for the Carnegie Library Museum, an ARLO three security camera system was suggested and a doorbell or chime for the lower-level door if a no warning sound was not included in the ARLO security system. The phone system would also have speed dial shortcuts for the Perry Police Department, the Perry Public Library, and City Hall. The City Administrator Sven Peterson agreed to this condition.

Heather Karolus moved to approve the MOU, with Rosa Gonzalez seconding, MCU.

New Business:

Capitals Requests – The proposed capital requests were reviewed. See attached. Heather Karolus moved to approve the proposed Capital Requests for FY23, with Margaret Ruggle seconding, MCU.

Perry Public Library Budget for FY23 - The proposed budget was reviewed and discussed. See attached. Heather Karolus moved to approve the proposed Budget for FY23, with Margaret Ruggle seconding. MCU.

Board Education – Intellectual Freedom, Banning Books, and Censorship was discussed at length. The Reconsideration of Library Materials procedure was reviewed.

Librarian's Report:

Winter Reading Programs are available for adults, teens, and children of all ages starting December 1, 2021. Read books, earn incentive prizes, enter monthly drawings, and earn chances for grand prize drawings, all while reading some great books. Registration begins December 1, and programs run through February 2022. Winter reading - "Just like summer, only cooler."

The Library will participate in the 2021 Festival of Trees with two family-friendly activities.

1. A Coloring Contest for three age groups (0-6/6-18/Adult) will be offered December 1-19, with a prize of \$25 in Perry Bucks for each age group. Pick up a coloring page at the library and submit your entry before December 20, using your choice of crayons, pencils, markers, or paints. Entries will be judged on creativity, skill, and appeal.
2. The library is also hiding tiny books on Festival trees for seekers to spy with the Itty Bitty Book Hunt! Participants may pick up an Itty Bitty Book Hunt entry at the library and look for six Itty Bitty Books hanging on six different Festival trees. Find at least three of the books and submit your entry by 5:00 p.m., December 23 to enter a drawing for \$25 in Perry Bucks.

In-person children's programming continue in December. We have a combination of in-person storytimes and zoom storytimes. The in-person storytimes meet in the Community Room with social distancing and masks greatly encouraged along with hand sanitizing to be safe.

Perry Public Library will offer two Saturday Storytimes this December, from 10:15 to 11:00 a.m., Saturdays, December 4 and 18. Children ages two to five and their families/caregivers are invited to meet in the library Community Room on December 4 with Suzanne Kestel, Sulama Lopez, and Kayla Rothmeyer for age-appropriate stories, songs, games, and a simple craft. On December 18, the Storytime will be a bilingual event, with Sulama Lopez. Saturday Storytimes is free, and no registration is needed.

A new program, Chess for Everyone: Beginners and Beyond, will start Wednesday, December 15 at 4:30 p.m., in the library's Community Room. Meet presenter and Chess player David Oliveira, who will introduce us to the game: the board, the basics, the pieces. Watch demonstrations, enjoy refreshments, and hear about an opportunity to gain experience the game or improve your skills at a weekly series or meet socially to play with other enthusiasts. Whether you are a beginner, a novice, or a seasoned player, you are welcome to learn, mentor, and enjoy.

The library will once again participate in the 2021 Los Posadas, a popular multi-cultural tradition for the Perry Community. The event starts at 6:00 p.m., Thursday, December 16, at the First Christian Church, with an ecumenical service. Following the service is the traditional procession, ending at the United Methodist Church, where dinner will be served (free will offerings accepted). The library is sponsoring storyteller Marlu Abaca and a craft for the after-dinner entertainment.

The Perry Area Chamber of Commerce Indoor Farmers Market will be open Saturday, December 18, from 11:00 a.m. to 2:00 p.m., in the Perry Public Library Community Room. Don't miss this last of the fall season market! A variety of seasonal produce, baked goods, and handcrafted items will be available for purchase directly from vendors. Questions about the Indoor Farmers Market are directed to the Perry Area Chamber of Commerce: 515-465-4601.

The Monthly Book Club will hold their regular meeting at 1:00 p.m., Tuesday, December 21, in the Perry Public Library Community Room and select the 2022 books to be read. The group will participate in a discussion of Educated by Tara Westover with students at Perry High School, at 9:30 a.m., on Friday, December 17.

The December Craft Club event will be on Monday, December 27 starting at 6:00 p.m. The featured craft is a customizable Decoupage Journal. Hunter Martin will demonstrate in the library's Community Room and show how to personalize your journal with a choice of decorative papers (supplied) or bring your own fabric scraps and special ornaments. Designate your choice of word or short phrase for the cover at registration, i.e.: Recipes, Travel Journal, New Year's Resolutions, etc. Please note that you should bring your own scissors! Registration and a \$5 materials fee are required by Monday, December 20.

The library will be closed Friday, December 24, and Saturday, December 25, for the Christmas Holiday and Friday, December 31, and Saturday, January 1 for the New Year's Holiday.

A grant application for \$20,000 that Director Murphy helped with for Homestead Heritage received an \$18,000 grant decision from the Arts Council of Iowa for wages in FY22. This will enable Homestead Heritage at the Carnegie Library Museum to open on January 4, 2022, pending approval of the partnership agreement with Homestead Heritage, the City of Perry, and the Perry Public Library. As soon as the MOU is approved, then a Museum Library Assistant position will be advertised. This position will be similar to the duties and responsibilities of a Library Clerk. Another grant for \$16,000 was submitted

for programming through the Arts Council of Iowa. This grant decision will be announced on December 15, 2021.

The solar project in the south parking lot is slowly looking like a solar canopy. It is scheduled to be finished by the end of the year.

The next normally scheduled meeting is on Thursday, January 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
12/3/2021 through 1/5/2022

Date	Num	Description	Memo	Category	Amount
12/6/2021	DEP	Deposit	Cash Register	Gifts And Memorials	28.40
12/13/2021	DEP	S Deposit		Donation Income	1.50
12/20/2021	DEP	S Deposit	ILL and Open Access ...	State Of Iowa	2,318.12
				Edmondson	50.00
				Grace Moore	500.00
				Phillips Farm	1,000.00
				Joe and Nancy Hollan...	500.00
12/27/2021	DEP	Deposit	Cash Register	Gifts And Memorials	14.90
1/3/2022	DEP	S Deposit	Jon Kelderman	Gifts And Memorials	100.00
				Glen Bielefeldt	250.00
1/3/2022	DEP	Deposit	Cash Register	Gifts And Memorials	35.50
1/5/2022	6144	S Wells Fargo Visa		Marketing	-174.90
1/5/2022	6145	S Wells Fargo Visa		Programming	-649.43
				Materials:Children's Boo...	-81.05
1/5/2022	6146	Ben's Five And ...	Program Supplies	Programming	-331.80
1/5/2022	6147	Perry Area Cha...	December Coloring Co...	Program Prizes	-100.00
1/5/2022	6148	City Of Perry	December 2021	Credit Debit Card Reve...	-1.35
1/5/2022	6149	The Perry News	Employment Ad	Office Supply	-70.00
1/5/2022	6150	Mary K. Murphy	Snacks for Children's ...	Programming	-24.48
BALANCE 12/2/2021					36,982.79
12/27/2021	DEP	Deposit	Cash Register	Gifts And Memorials	28.40
12/13/2021	DEP	S Deposit		Donation Income	1.50
12/20/2021	DEP	S Deposit	ILL and Open Access ...	State Of Iowa	2,318.12
				Edmondson	50.00
				Grace Moore	500.00
				Phillips Farm	1,000.00
				Joe and Nancy Hollan...	500.00
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1/5/2022	6148	City Of Perry	December 2021	Credit Debit Card Reve...	-1.35
1/5/2022	6149	The Perry News	Employment Ad	Office Supply	-70.00
1/5/2022	6150	Mary K. Murphy	Snacks for Children's ...	Programming	-24.48
BALANCE 1/5/2022					40,430.99
TOTAL INFLOWS					4,898.42
TOTAL OUTFLOWS					-1,450.22
NET TOTAL					3,448.20

Banking Summary
12/3/2021 through 1/5/2022

1/5/2022

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Category	12/3/2021- 1/5/2022
INCOME	
Donation Income	1.50
Gifts And Memorials	2,503.80
Room Maintenance	75.00
State Of Iowa	2,318.12
TOTAL INCOME	4,898.42
EXPENSES	
Credit Debit Card Revenue to City Hall	1.35
Marketing	174.90
Materials	
Children's Books	81.05
TOTAL Materials	81.05
Office Supply	70.00
Program Prizes	100.00
Programming	1,022.92
TOTAL EXPENSES	1,450.22
OVERALL TOTAL	3,448.20

**City of Perry
Perry Public Library Fund Status Report
January 5, 2022**

YTD				Account Number	Account Title	Total Budget	Expended	YTD Balance	Pct Expended	
50%	\$96,368.78	\$96,321.22	\$56,135.00	001-410-6010	WAGES	\$192,690.00	\$96,321.22	\$29,159.91	48%	
48%	\$29,159.91	\$26,975.09	\$56,135.00	001-410-6020	WAGES - PT	\$56,135.00	\$26,975.09	\$704.00	30%	
30%	\$704.00	\$296.00	\$1,000.00	001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$296.00	\$505.57	49%	
77%	\$7,375.50	\$24,624.50	\$32,000.00	001-410-6371	UTILITIES	\$32,000.00	\$24,624.50	\$2,326.57	48%	
0%	\$7,238.00	\$0.00	\$7,238.00	001-410-6408	INSURANCE TORT/GENERAL	\$7,238.00	\$0.00	\$7,238.00	0%	
29%	\$11,323.64	\$4,676.36	\$16,000.00	001-410-6413	CONTRACT SERVICES	\$16,000.00	\$4,676.36	\$11,323.64	29%	
45%	\$5,460.42	\$4,539.58	\$10,000.00	001-410-6490	CONSULTANT & PROFESSIONAL	\$10,000.00	\$4,539.58	\$5,460.42	45%	
72%	\$1,413.66	\$3,586.34	\$5,000.00	001-410-6506	OFFICE SUPPLY	\$5,000.00	\$3,586.34	\$1,413.66	72%	
13%	\$1,740.49	\$259.51	\$2,000.00	001-410-6508	POSTAGE & SHIPPING	\$2,000.00	\$259.51	\$1,740.49	13%	
0%	(\$316.40)	\$316.40	\$0.00	001-410-6770	CAPITAL/BOOKS	\$0.00	\$316.40	(\$316.40)	0%	
Benefit Funds										
46%	\$10,196.85	\$8,838.15	\$19,035.00	112-410-6110	SOCIAL SECURITY	\$19,035.00	\$8,838.15	\$10,196.85	46%	
46%	\$12,634.07	\$10,854.93	\$23,489.00	112-410-6130	IPERS	\$23,489.00	\$10,854.93	\$12,634.07	46%	
58%	\$28,662.76	\$39,589.24	\$68,252.00	112-410-6150	PREMIUMS HEALTH INSURANCE	\$68,252.00	\$39,589.24	\$28,662.76	58%	
47%	\$574.57	\$512.43	\$1,087.00	112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,087.00	\$512.43	\$574.57	47%	
62%	\$104.65	\$171.35	\$276.00	112-410-6160	WORKERS COMPENSATION	\$276.00	\$171.35	\$104.65	62%	
Capital Funds										
37%	\$9,705.83	\$5,639.17	\$15,345.00	121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$15,345.00	\$5,639.17	\$9,705.83	37%	
48% * PAINT	\$7,715.89	\$7,155.11	\$14,871.00	121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$14,871.00	\$7,155.11	\$7,715.89	48%	
70% *	\$12,063.37	\$27,936.63	\$40,000.00	121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$27,936.63	\$12,063.37	70%	
151% *	(\$16,352.52)	\$48,429.52	\$32,077.00	122-410-6750	CAPITAL/BUILDING	\$32,077.00	\$48,429.52	(\$16,352.52)	151%	
Gift Funds										
26%	\$33,191.97	\$11,808.03	\$45,000.00	167-410-6520	MISCELLANEOUS	\$45,000.00	\$11,808.03	\$33,191.97	26%	
9%	\$22,902.40	\$2,297.60	\$25,200.00	167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$2,297.60	\$22,902.40	9%	
LIBRARY TOTAL						\$612,195.00	\$327,495.02	\$284,699.98	53%	

Board Overview

	FY 2020-2021	FY 2021-2022 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Last FY Dec.
Volumes Held at Start of Period	106,485		1.26%	107,014	107,196	107,420	107,709	107,966	107,822	109,385
Electronic Music Circulation	382	226	18.32%	40	48	30	37	37	34	29
Electronic Audiobook Circulation	2,813	1,453	3.31%	325	261	228	223	224	192	242
Electronic Book Circulation	3,300	1,620	-1.82%	354	258	238	269	217	284	279
Electronic Video Circulation	404	299	48%	59	59	41	40	49	51	30
Electronic Magazine Circulation				38	18	15	36	41	69	0
Total Circulation	46,653	31,092	33.29%	4,847	4,590	4,872	5,901	5,427	5,455	3,547
Number of Borrowers at End of Period	5,292		3.36%	5,330	5,355	5,401	5,425	5,449	5,470	5,189
Library Visits	9,534	23,124	385.08%	3,501	3,625	3,852	3,652	4,898	3,596	0
Total Number of Reference Questions	2,502	1,931	54.36%	304	288	307	315	375	342	176
Total Number of Programs	262	179	36.64%	50	6	24	34	36	29	17
Total Number Attending Programs	4,806	4,732	96.92%	745	193	240	1,367	1,834	353	260
Annual Meeting Room Use	6	53	1666.67%	0	3	6	10	19	15	0
Public Computer Usage	3,577	5,597	212.94%	947	1,050	925	950	923	802	235
Wireless Computer Usage	2,765	2,850	106.15%	341	434	420	527	570	558	186
Pages Viewed Online Catalog	14,941	3,989	-46.60%	1,022	1,008	986	376	288	309	956
Unique Visitors to Online Catalog	1,831	555	-39.38%	106	89	92	93	89	86	132
Wowbrary Users	2,127		212%	2,118	2,113	2,108	2,097	2,087	2,082	2,191
Wowbrary pages viewed	8,645	1,551	-64.12%	318	229	315	211	259	219	828
Wowbrary Click-Thru to Catalog	1,540	332	-56.88%	58	49	50	102	29	44	246
Hotspot Pending Reserves First of Month	0			0	0	0	0	0	0	0
Hotspot Total Checkouts (Weekly)	150			26	20	16	14	11	15	0
Reserved Hotspot Total Checkouts (Daily)	0			0	0	0	0	0	0	0

New City of Perry Policy you MUST WEAR TRACKERS WHEN OUTSIDE CONDITIONS ARE ICY, SNOWY, OR SLIPPERY.

Yearbook Digitization Project – The Perry Public Library has contracted with Oklahoma Correctional Industries to digitize the Perry yearbooks, The Eclipse. We have boxed them up and sent them off with the postage being paid by OCl. The entire project should take four to six weeks. In the meantime, Hometown Heritage at the Carnegie Library Museum has a set of yearbooks also.

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

The City of Perry Safety Committee will conduct a safety walk through in February.

The Carnegie Library Museum re-opened on Tuesday, January 4, 2022. A partnership agreement between Hometown Heritage, the City of Perry, and Perry Public Library was approved by each partner.

Hometown Heritage, a local organization founded to serve Perry and its surrounding communities. Its mission is to encourage Perry's cultural and economic growth by preserving local history, supporting the arts, and celebrating life in small town Iowa with free events and access to its collections.

Introductions

Museum Librarian: Hunter Martin

Museum Library Assistants: Joanne Warnock, Trista Cohea, and Terra Webb

HH@CLM Schedule on Mary's Door

In February we will start cross training Museum Library Assistants as Library Clerk 1 to create flexibility in staff pool of employees.

Open Hours: Tu & Wed 10-4, Th 10-7, Fri & Sat 10-4, Sun 1-4, Walkie Talkie for safety

Phone Number: 515-465-7713

Programming

Reawakening History by Telling Our Stories / Videos

Century Farms

Genealogy Research

Celebrating Perry Programs: Perry Residents Hobbies/Avid Interests as exhibits and/or programs.

It will take some time to get HH@CLM functioning smoothly. HH@CLM will host an Open House on Saturday, January 22, 2022, from Noon to 2 p.m.

January Programs

Winter Reading Programs at the Library

Children's Winter Storytimes Continue --- Bundle Up
Toddler Time - Tuesdays from 10:15 to 11
Fun for Fours and Fives - Wednesdays from 10:15 to 11

Wee Wonders Recorded Storytimes
Posted twice monthly on our website: <http://www.perry.lib.ia.us>.

Chess Instruction/Open Play -- January 5, 12, 19, 26
Wednesdays this January, at 4:30 p.m. in the library Community Room, or by appointment with instructor David Oliveira.

Saturday Storytimes -- January 8, 15, 22, 29 at 10:15 to 11 a.m.

Quarterly Classics Book Club Meeting -- Jan. 11 at 7 p.m. @ Carnegie Library Museum Nicholas Nickleby by Charles Dickens.

Monthly Book Club -- January 18 at 1 p.m. in the library Community Room. The Hate U Give by Angie Thomas

Open House at Hometown Heritage at the Carnegie Library Museum on Sat., Jan 22 from Noon to 2 p.m.

Virtual Mystery Book Club Events -- January 25 at 7 p.m., January 26 at 6 p.m. True Crime Story by Joseph Knox

Craft Club: String Art -- January 31 at 6 p.m., Monday, in the library Community Room.
String Art project, with a choice of double heart, cat, or dog paw pattern.

