

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, January 9, 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 December Meeting Minutes
4. Approval of January Gift Fund Claims and City Budget: Library Fund Status FY20
5. Unfinished Business:
 - a. Building Project
6. New Business:
 - a. Budget for FY20-21
7. Librarian's Report and Statistics
8. Board Education
9. Open Forum
10. Next Meeting on February 13, 2019 at 8 a.m.
11. Adjourn

The Perry Public Library Board of Trustees met in regular session on Thursday, December 12, 2019.

Board members Mark Miller, Margaret Ruggle, Jeremy Winter 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 Heather Karolus seconded a motion to approve the minutes of the November 14, 2019 meeting. MCU.

Gift Fund bills were presented with deposits and expenses explained. Margaret Ruggle moved and Heather Karolus seconded a motion to approve checks #5862 - #5869 in the amount of \$1,861.80 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 preliminary schematic budget. Director Murphy will stay in communication with SVPA about the progress of the final schematic budget.

The Board also reviewed the latest architectural drawings incorporating most of the desired changes. Director Murphy will work with the architect to include all the desired changes in the drawings.

Memorials – Two large memorials are outstanding. Rhonda Olson donated \$3,500 for a table and four chairs similar to the ones in Josh Davis Plaza. Lillian Hand's family and friends have donated ~\$1,400 for a piece of art in the library.

New Business:

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

Computer Use and Internet Access Policy – Heather Karolus moved to approve the Computer Use and Internet Access Policy incorporating the hotspots and hotspot use into the policy with Jeremy Winter seconding the motion. MCU.

Librarian's Report:

Statistics – The board reviewed the November Statistics.

December 1-31 - The Friends of Perry Public Library will hold a holiday sale for seasonal greeting cards and books, December 1-30, at Perry Public Library. Books will be half-price and cards will be as marked.

First through fifth graders were welcome to join Perry Public Library staff for *Legos @ the Library*, Wednesday, 12/4/19 at 3:30 p.m.

Santa's Workshop, from 10:00 to 11:30 a.m., Saturday, December 7, for children in Kindergarten through fifth grade, with an accompanying adult, provided an opportunity for kids to make gifts for the special people in their lives, craft a tree ornament, and enjoy a snack. Afterwards, the children and their families visited the Carnegie Library Museum, next door, and view the Festival of Trees. This is a free event, but registration is required, and the event is limited to fifty participants.

Perry Public Library partnered with the Perry Elks to distribute new winter coats to children whose families qualify for free and reduced lunches at Perry Schools. Children signed up for the coats during Perry Elementary School Parent-Teacher Conferences in November. Coats were picked up at the library from 1:00-4:00 p.m., on Saturday, December 7. Recipients also received a free book.

The Perry Public Library was chosen as one of two libraries to participate in an Iowa Department of Public Health pilot health initiative project funded by a Telligen grant. The grant is to the Iowa Department of Public Health that will contract with Dallas County Public Health and we (the Perry Public Library) will be the feet on the ground doing the programming. The amount of grant funding that the library will receive for programming is \$23,750. I met with Abigail Chihak from Dallas County Public Health in November to outline what our "programs and services" we will be offering. Please see attached agenda.

December 9 at 6:30 p.m., Monday, December 9, the December craft is Ribbon Wreath. Registration is required- deadline for the December event is December 1.

December Monthly Book Club meets at 1:00 p.m., Tuesday, December 17, The selected title is *The Girl with Seven Names* by Hyeonseo Lee.

Los Posadas will take place on December 20, 2019. We start the evening at the First Christian Church with an ecumenical service. The procession with Mary and Joseph starts at 6:30 p.m. at the First Christian Church. The United Methodist Church will host the meal starting at 7 p.m. The Library always has a craft for the children after the meal.

Open Craft – Saturday, December 28, from 10:00-4:00. Everyone is invited to bring their crafts and projects to work on in our comfortable maker-space.

The Library will close at 1 p.m. on December 24 and Dec 31. The Library will be closed on Dec. 25.

Board Education: Budgeting and Capital Request FY20-21

The next meeting is scheduled on Thursday, January 9, 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

Perry Public Library

Updated December 12, 2019

Desired Building Updates

- *1) Fix Existing Bathroom Problems **City - Capitals**

Replace Vanity Countertops and Fixtures in Both Bathrooms

Replace Vandalized Partitions in Men's Bathroom

Comply with Accessibility Regulations

Replace Mirror in Men's Bathroom

Replace Door Hardware in Men's Bathroom

Replace Feminine Hygiene Vending Unit in Women's Bathroom

- *2) Create Family/Single User Bathroom – 8' x 8' from storage room **Building Project**

- *3) Replace Water Fountain with Water Fountain with Bottle Filler **Building Project**

- *4) Reconfigure Storage Room **Building Project**

~~*5) Replace Floor in Storage Room, Large Meeting Room with Kitchen, & Back Hallway with Artistic Concrete~~

- *6) Option: Replace Floor in Storage Room, Large Meeting Room with Kitchen, Vestibule, Foyer, Front and Maintenance Back Hallway, and Bathrooms with Artistic Concrete **City - Capitals**

- *7) Reconfigure Circulation Desk to include Business Center **Building Project**

- *8) Upgrade Quiet Lab to Small and Large Meeting Room Standard to Create Meeting Room / Quiet Lab **Building Project**

- *9) Replace Carpet with Wayfinding **City - Capitals**

- *10) Create East Entrance **Building Project**

11) Shift Tween Section to Current SF, W, and M Section

- *12) New Gates **City – Capitals**

13) New Easy Book Shelves **Building Project**

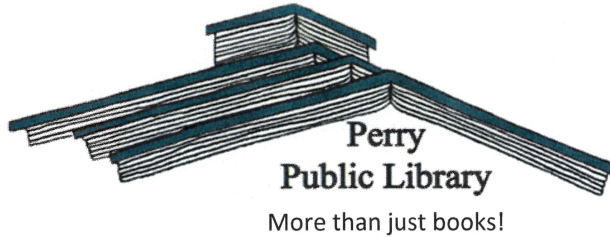
* Involves Funding

City of Perry Budget for Perry Public Library

FY20-21

Account Number	Account Title	Total Budget	
General Fund			
001-410-6010	WAGES	\$176,472.00	
001-410-6020	WAGES - PT	\$50,500.00	
001-410-6050	FEES	\$0.00	
001-410-6181	ALLOWANCES/REIMBURSABLES	\$0.00	
001-410-6210	DUES, MEMBERSHIP & SUBSCR	\$0.00	
001-410-6230	STAFF DEVELOPMENT	\$0.00	
001-410-6240	TRAVEL AND CONFERENCE	\$500.00	1,000
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	1,000
001-410-6371	UTILITIES	\$32,000.00	30,000
001-410-6373	TELEPHONE	\$4,000.00	4,500
001-410-6408	INSURANCE TORT/GENERAL	\$6,500.00	6,500
001-410-6413	CONTRACT SERVICES	\$17,000.00	16,000
001-410-6414	PRINTING	\$0.00	
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	9,500
001-410-6506	OFFICE SUPPLY	\$5,000.00	5,000
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	2,500
001-410-6514	INVENTORY & SUPPLIES	\$1,000.00	??? 1,000
001-410-6721	CAPITAL/FURNITURE & FIXTURES	\$0.00	
001-410-6723	CAPITAL/EQUIPMENT	\$0.00	
001-410-6725	CAPITAL/OFFICE	\$0.00	
001-410-6770	CAPITAL/BOOKS	\$0.00	
Benefit Fund			
112-410-6110	SOCIAL SECURITY	\$17,363.00	
112-410-6130	IPERS	\$21,426.00	
112-410-6150	PREMIUMS HEALTH INSURANCE	\$57,352.00	
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,089.00	
112-410-6154	PREMIUMS/DENTAL/VISION	\$1,392.00	
112-410-6155	ADMIN. FEES FOR SELF FUNDED	\$0.00	
112-410-6160	WORKERS COMPENSATION	\$323.00	
LOST/Capital Fund			
121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$0.00	
121-410-6723	CAP OUTLAY-HEAVY EQUIP	\$0.00	
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$23,560.00	10,000
121-410-6770	CAP OUTLAY - LIBRARY	\$35,000.00	40,000
122-410-6750	CAPITAL/BUILDING	\$40,000.00	10,000 + 87,000
123-410-6721	CAPITAL/FURNITURE & FIXTURES	\$0.00	
123-410-6723	CAPITAL/EQUIPMENT	\$0.00	
123-410-6725	CAPITAL/OFFICE	\$0.00	
123-410-6770	CAPITAL/BOOKS	\$0.00	
167-410-6490	CONSULTANT & PROFESSIONAL	\$0.00	
Gift Fund			
167-410-6520	MISCELLANEOUS	\$45,000.00	45,000
167-410-6770	CAPITAL/BOOKS	\$25,200.00	25,200
LIBRARY TOTAL		\$573,677.00	

5,660



Perry Public Library Capital Requests: FY21

Capital / Building

Request: \$10,000

Normal maintenance on Building

Capital Expenditures Request Ranked in Priority—

Capital / Books (Library Materials)

Request: \$40,000

Total Materials FY19 \$51,107

Total Materials FY20 \$55,000

Best Practices as recommended by the State Library of Iowa is that libraries spend 10% - 14% of its budget on library materials (e.g., books, cds, dvds, periodicals, databases, hotspots, etc.). Another quality standard that the Library is required to meet is to add 3% each year to our holdings. Holdings are measured in number of volumes (e.g., books, cds, dvds, periodicals, etc.).

In addition to the Capital Funds provided by the City of Perry for library materials, donations and an annual grant supplement the library materials budget so that the library can enhance the books, audiobooks, dvds, and online services to the community.

Capital / Equipment

Request: \$10,000

Replacement of computers and technology. Our 40 computers are placed on a 5-year use rotation. In addition to the computers the library has underlying technology infrastructure that needs to be replaced. Examples of technology that has been replaced in the past eight years are switches, a battery backup for the servers, two servers, a battery backup for switches, and software needed to update servers, reservation software for public computers, firewalls, security software and access points.

Capital / Carpet and Vinyl Tile Replacement

Request: \$60,000 + ~\$15,000

Replace all carpet squares with new carpet square. The existing carpet is 25 years old and worn in traffic areas. Artistic Concrete to replace all tile surfaces in the library.

Capital / Bathroom Updates

Request: \$12,000

Both patron bathrooms need new vanities, faucets and door hardware, men's need new partitions and mirror, and women's need new feminine hygiene vending unit.

Capital / Replace Gates and Install New gates at East Entrance

Request \$2,500

Replace gates at main entrance and install new gates at new east entrance, this provides security for library materials and guards against theft.

Register Report

12/5/2019 through 1/2/2020

1/2/2020

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Date	Account	Num	Description	Memo	Category	Amount
BALANCE 12/4/2019						26,138.91
12/6/2019	Checking	DEP	Deposit	Open Access and IL...	State Of Iowa	2,746.13
12/9/2019	Checking	DEP	... Deposit		Room Maintenance	25.00
					Gifts And Memorials	25.90
				Hunt Repp	Gifts And Memorials	85.00
12/16/2019	Checking	DEP	... Deposit		Room Maintenance	25.00
					Gifts And Memorials	10.00
12/23/2019	Checking	DEP	... Deposit		Room Maintenance	25.00
					Gifts And Memorials	15.00
12/23/2019	Checking	DEP	Deposit	Cash Register	Gifts And Memorials	500.00
12/31/2019	Checking	DEP	Deposit	Cash Register	Gifts And Memorials	12.00
12/31/2019	Checking	5870	Nicole Connick	Adult Craft Program	Programming	-299.48
12/31/2019	Checking	DEP	Deposit	Phillips Family Farm	Gifts And Memorials	1,000.00
1/2/2020	Checking	5871	...Wells Fargo		Programming	-633.64
					Professional Developm...	-80.00
					Marketing	-42.03
1/2/2020	Checking	5872	Wells Fargo	Dec 2019 Visa - Suz...	Programming	-364.10
1/2/2020	Checking	5873	Perry Grand 3 The...	Merchant Movie Part...	Programming	-80.00
1/2/2020	Checking	5874	Imagine Video Pro...	Alice's Ordinary Peo...	Adult Programming	-300.00
1/2/2020	Checking	5875	Lint Van Lines	Return Shipping of ...	Patron Copier Expense	-288.00
1/2/2020	Checking	5876	ASI Signage Innov...	Invoice No. IOWA 2...	Signage	-178.15
1/2/2020	Checking	5877	City Of Perry	December 2019 Ch...	Credit Debit Card Rev...	-73.50
1/2/2020	Checking	5878	Fareway	Dec 2019 Expenses	Afterschool Snack Exp...	-65.99
1/2/2020	Checking	5879	Jeff Graney	Spanish Class	Programming	-100.00
1/2/2020	Checking	5880	Jeff Graney	Spanish Class	Programming	-100.00
1/2/2020	Checking	5881	Jeff Graney	Spanish Class	Programming	-100.00
1/2/2020	Checking	5882	Jeff Graney	Spanish Class	Programming	-100.00
1/2/2020	Checking	5883	Jeff Graney	Spanish Class	Programming	-100.00
1/2/2020	Checking	5884	Jeff Graney	Spanish Class	Programming	-100.00
1/2/2020	Checking	5885	Nicole Connick	Adult Craft Program	Programming	-70.00
1/2/2020	Checking	5886	...Ingram Library Ser...	Fiction	Materials:Adults	-439.03
				Nonfiction	Materials:Adults	-116.49
					Materials:Children's Bo...	-19.35
					Materials:Replacements	-249.49
					Materials:Audio	-8.95
					Materials:Young Adult	-11.49
12/5/2019 - 1/2/2020						549.34
BALANCE 1/2/2020						26,688.25
TOTAL INFLOWS						4,469.03
TOTAL OUTFLOWS						-3,919.69
NET TOTAL						549.34

Banking Summary
12/5/2019 through 1/2/2020

1/2/2020

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Category	12/5/2019- 1/2/2020
INCOME	
Gifts And Memorials	1,647.90
Room Maintenance	75.00
State Of Iowa	2,746.13
TOTAL INCOME	4,469.03
EXPENSES	
Adult Programming	300.00
Afterschool Snack Expenses	65.99
Credit Debit Card Revenue to City Hall	73.50
Marketing	42.03
Materials	
Adults	555.52
Audio	8.95
Children's Books	19.35
Replacements	249.49
Young Adult	11.49
TOTAL Materials	844.80
Patron Copier Expense	288.00
Professional Development	80.00
Programming	2,047.22
Signage	178.15
TOTAL EXPENSES	3,919.69
OVERALL TOTAL	549.34

City of Perry
Perry Public Library Fund Status Report
January 2, 2020

GL Budget Report: CULTURE & RECREATION - LIBRARY

Account Number	Account Title	Total Budget	YTD EXP	YTD Balance	Pct Expended
General Fund					
001-410-6010	WAGES	\$176,472.00	\$94,366.48	\$82,105.52	53%
001-410-6020	WAGES - PT	\$50,500.00	\$32,383.26	\$18,116.74	64%
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	\$21,925.78	\$10,074.22	69%
001-410-6373	TELEPHONE	\$4,000.00	\$2,180.70	\$1,819.30	55%
001-410-6408	INSURANCE TORT/GENERAL	\$6,500.00	\$0.00	\$6,500.00	0%
001-410-6413	CONTRACT SERVICES	\$17,000.00	\$5,462.24	\$11,537.76	32%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$4,112.50	\$5,387.50	43%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$2,505.74	\$2,494.26	50%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$41.60	\$2,458.40	2%
001-410-6514	INVENTORY & SUPPLIES	\$1,000.00	\$682.56	\$317.44	68%
Benefit Fund					
112-410-6110	SOCIAL SECURITY	\$17,363.00	\$9,121.76	\$8,241.24	53%
112-410-6130	IPERS	\$21,426.00	\$10,792.05	\$10,633.95	50%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$57,352.00	\$29,533.34	\$27,818.66	51%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,089.00	\$529.26	\$559.74	49%
112-410-6154	PREMIUMS/DENTAL/VISION	\$1,392.00	\$0.00	\$1,392.00	0%
112-410-6160	WORKERS COMPENSATION	\$323.00	\$251.78	\$71.22	78%
LOST/Capital Funds					
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$23,560.00	\$19,680.97	\$3,879.03	84%
121-410-6770	CAP OUTLAY - LIBRARY	\$35,000.00	\$37,943.35	(\$2,943.35)	108%
122-410-6750	CAPITAL/BUILDING	\$40,000.00	\$31,189.79	\$8,810.21	78%
GIFT Fund					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$3,936.50	\$41,063.50	9%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$16.91	\$25,183.09	0%
LIBRARY TOTAL		\$573,677.00	\$308,844.15	\$264,832.85	54%

Board Overview

	FY 2018-2019	FY 2019-2020 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Last FY Dec.
Volumes Held at Start of Period	74,435		49.48%	59,031	111,990	111,395	110,694	111,032	111,269	79,168
Freegal Music Circulation	545	130	-42.75%	2	46	12	21	20	29	82
Electronic Audiobook Circulation	2,123	1,072	21.19%	234	161	163	178	164	172	152
Electronic Book Circulation	2,984	1,290	3.75%	237	213	199	197	192	252	234
Electronic Video Circulation	1	77	18380%	20	12	7	11	14	13	
Total Circulation	70,812	36,236	22.81%	7,417	5,406	5,712	6,494	5,422	5,785	4,880
Number of Borrowers at End of Period	4,880		4.04%	4,908	4,948	4,997	5,022	5,050	5,077	5,615
Library Visits	73,003	37,108	21.99%	7,347	5,530	5,293	6,888	6,890	5,160	5,182
Total Number of Reference Questions	3,484	1,779	22.55%	329	286	345	322	229	268	209
Total Number of Programs	778	390	20.31%	81	33	58	80	75	63	66
Total Number Attending Programs	21,845	8,121	-10.78%	1,832	374	787	1,560	2,911	657	767
Annual Meeting Room Use	418	236	35.50%	26	33	45	58	40	34	36
Public Computer Usage	25,227	11,629	10.63%	1,929	1,736	1,903	2,268	1,871	1,922	1,945
Wireless Computer Usage	9,467	5,123	29.87%	791	700	780	1,023	930	899	778
Pages Viewed on Web Site	28,089	13,083	11.78%	2,888	2,138	2,035	2,327	1,974	1,721	1,952
Unique Visitors to Web Site	7,409	3,981	28.96%	662	634	686	758	654	587	580
Pages Viewed Online Catalog	26,089	8,623	-20.67%	2,304	1,710	1,745	916	1,009	939	2,344
Unique Visitors to Online Catalog	1,932	559	-30.56%	0	0	137	159	139	124	186
Wowbrary users	1,700		-2.24%	1,692	1,686	1,681	1,678	1,676	1,662	1,640
Wowbrary pages viewed	3,936	2,448	49.27%	477	320	263	470	544	374	303
Wowbrary Click-Thru to Catalog	1,816	843	11.41%	146	161	72	147	176	141	151

Statistics – Discuss at meeting.

Resolve to Read Fine Amnesty – January 2-31

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.