

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, December 12, 2019 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 November Meeting Minutes
4. Approval of December Gift Fund Claims and City Budget: Library Fund Status FY20
5. Unfinished Business:
 - a. Building Project
 - b. Memorials
6. New Business:
 - a. Budget for FY20-21
 - b. Computer Use and Internet Access Policy
7. Librarian's Report and Statistics
8. Board Education
9. Open Forum
10. Next Meeting on January 9, 2019 at 8 a.m.
11. Adjourn

The Perry Public Library Board of Trustees met in regular session on Thursday, November 14, 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.

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

Margaret Ruggle moved and Heather Karolus seconded a motion to approve the minutes of the October 10, 2019 meeting. MCU.

Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved and Margaret Ruggle seconded a motion to approve checks #5846 - #5860 in the amount of \$13,511.65 from the Gift Fund. MCU. The Board reviewed the Library line items from the FY20 City of Perry Budget.

Unfinished Business:

Building Project – We have not received the Schematic Budget. Director Murphy will inquire about the progress of the budget.

Memorials –Three art additions: the Lorraine Winger Memorial Crane sculpture, the memorial to Richard Ehlers painted wooden frame for the three large bulletin boards in the children’s area, and the Perry Piecemakers Quilt Guild framed quilt squares were dedicated during Art on the Prairie 2019, Sunday, November 10 at 1:30 p.m.

The Library has two memorial art additions coming in the next year. Jeff Easley approached the library to place a large piece of art above the front window inside the library. Heather Karolus moved with Margaret Ruggle seconding a motion to accept the Jeff Easley artwork on behalf of the Perry Public Library with the understanding that the artwork be of sufficient size to balance the Pricilla Sage artwork at the southern end of the library’s central axis. MCU. The other art work is from the Lillian Hand memorial. Director Murphy has been researching glass works of art similar to Chihuly glass.

New Business:

Telligen Grant – Director Murphy met with Abigail Chihak of Dallas County Public Health on Wednesday, November 13, 2019 to discuss possible programming in Perry using the Telligen grant. Several ideas were promoted including fresh fruit and vegetable recovery available at the library, a story walk, cooking classes, meal prep, collaborating with ISU extension and Outreach and HyVee Dietician, a book club focusing on health issues with the help of NNLM, the monthly presence of Iowa Work Force in Perry , HIRTA bus vouchers available so Perry residents could travel to IWF in Des Moines, and the use of a score card encouraging program attendance and fitness goals with a grand prize drawing.

Librarian’s Report:

Nov 5 – Book Discussion with Perry High School classes, 8 a.m. and 1:45 p.m.

Operation Warm – Collaboration with Elks to distribute winter coats to children in need. Nov 5 and 7

Art on the Prairie – Nov 9 and 10 --- Art dedication Nov 10 at 1:30 p.m.

Library Closed for Veterans Day - November 11 for Veterans Day.

Craft Club - Tuesday, November 12, at the Carnegie Library Museum, and the craft is Thankful sign, with a registration deadline of November 1.

The library will host Dr. Dennis Goldford of the Humanities Iowa Speakers Bureau for his program, *The Election of 2020: Looking Backward, Looking Forward*, at 6:30 p.m., Thursday, November 14, in the library meeting room. Dr. Goldford is a Political Science professor at Drake University and has served as political analyst for KCCI-TV and provided political commentary for Iowa Public Radio and other media organizations. He is co-author with Hugh Winebrenner of the 3rd edition of *The Iowa Caucuses: the Making of a Media Event*.

Cooking @ the Library Winter Storytimes Begin - November 19, 20, 21

Monthly Book Club - November 19 at 1pm The selected title for discussion is *Americanah* by Chimamanda Ngozi Adichie

The library will be closed Thursday, Nov. 28 and Friday, Nov. 29, for the Thanksgiving holiday.

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 are 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, to provide an opportunity for kids to make gifts for the special people in their lives. We will visit the Carnegie Library Museum, next door, and view the Festival of Trees. We will then return to the library to make gifts, craft a tree ornament, and enjoy a snack.

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 may be picked up at the library from 1:00-4:00 p.m., on Saturday, December 7. Recipients will also receive a free book and have the opportunity to sign up for a free library card and learn about library programs and services.

December 9 at 6:30 p.m., Monday, December 9, the December craft is Ribbon Wreath.

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.

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: Grants, subcontracting, reporting, recording of outcomes, collaboration with Iowa Department of Public Health and Dallas County Public Health

The next meeting is scheduled on Thursday, December 12, 2019 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

**City of Perry Budget
Perry Public Library Fund Status Report
December 4, 2019**

GL Budget Report: CULTURE & RECREATION - LIBRARY

Account Number	Account Title	Total Budget	YTD Expended	YTD Balance	Pct Expended
GENERAL FUND					
001-410-6010	WAGES	\$176,472.00	\$80,885.56	\$95,586.44	46%
001-410-6020	WAGES - PT	\$50,500.00	\$28,211.92	\$22,288.08	56%
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	\$21,925.78	\$10,074.22	69%
001-410-6373	TELEPHONE	\$4,000.00	\$1,814.91	\$2,185.09	45%
001-410-6408	INSURANCE TORT/GENERAL	\$6,500.00	\$0.00	\$6,500.00	0%
001-410-6413	CONTRACT SERVICES	\$17,000.00	\$5,344.34	\$11,655.66	31%
001-410-6414	PRINTING	\$0.00	\$0.00	\$0.00	0%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$707.08	\$8,792.92	7%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$2,487.77	\$2,512.23	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	\$7,851.40	\$9,511.60	45%
112-410-6130	IPERS	\$21,426.00	\$9,275.12	\$12,150.88	43%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$57,352.00	\$25,120.30	\$32,231.70	44%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,089.00	\$441.31	\$647.69	41%
112-410-6154	PREMIUMS/DENTAL/VISION	\$1,392.00	\$0.00	\$1,392.00	0%
112-410-6155	ADMIN. FEES FOR SELF FUNDED	\$0.00	\$0.00	\$0.00	0%
112-410-6160	WORKERS COMPENSATION	\$323.00	\$221.57	\$101.43	69%
LOST/Capital Fund					
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	\$32,476.28	\$2,523.72	93%
122-410-6750	CAPITAL/BUILDING	\$40,000.00	\$30,771.61	\$9,228.39	77%
Gift Fund					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$2,693.61	\$42,306.39	6%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$16.91	\$25,183.09	0%
LIBRARY TOTAL		\$573,677.00	\$272,838.18	\$300,838.82	48%

Register Report

11/13/2019 through 12/4/2019

12/4/2019

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Date	Account	Num	Description	Memo	Category	Amount
BALANCE 11/12/2019						19,047.14
11/18/2019	Checking	DEP	S Deposit	Family&Friends for L. H...	Gifts And Memorials	120.00
					Gifts And Memorials	65.00
11/21/2019	Checking	DEP	Deposit	Olsen for Wilford Roberts	Gifts And Memorials	3,500.00
11/25/2019	Checking	DEP	S Deposit		Room Maintenance	25.00
				Powell for Bill Simmer	Gifts And Memorials	20.00
					Gifts And Memorials	16.00
12/2/2019	Checking	DEP	S Deposit	Powell for J Galligan	Gifts And Memorials	20.00
				Reimbursement for	Gifts And Memorials	160.50
				RVB Memorial for Bullock	Gifts And Memorials	19.69
				Direct State Aid	State Of Iowa	2,887.58
12/3/2019	Checking	5862	Chuck Painter	Santa's Workshop	Children's Activities	-25.00
12/3/2019	Checking	DEP	Deposit	Cash Register	PPLF	2,100.00
12/3/2019	Checking	5863	Fareway	November 2019 Store ...	Afterschool Snack Exp...	-164.93
12/3/2019	Checking	5864	S Wells Fargo		Programming	-1,139.02
					Marketing	-133.72
12/3/2019	Checking	5865	City Of Perry	June 2019	Credit Debit Card Rev...	-19.80
12/3/2019	Checking	5866	Kiwanis Club Of Perry	Dues	Dues And Memberships	-130.00
12/3/2019	Checking	5869	Mary K. Murphy	Blue Tooth Speaker & C...	Programming	-85.69
12/3/2019	Checking	5867	Jeff Graney	Spanish Class	Adult Programming	-130.00
12/3/2019	Checking	5868	Suzanne Kestel	Oct & Nov 2019 Expenses	Outreach Mileage	-33.64
11/13/2019 - 12/4/2019						7,071.97
BALANCE 12/4/2019						26,119.11
TOTAL INFLOWS						8,933.77
TOTAL OUTFLOWS						-1,861.80
NET TOTAL						7,071.97

Banking Summary
11/13/2019 through 12/4/2019

Category	11/13/2019- 12/4/2019
INCOME	
Gifts And Memorials	3,921.19
PPLF	2,100.00
Room Maintenance	25.00
State Of Iowa	2,887.58
TOTAL INCOME	8,933.77
EXPENSES	
Adult Programming	130.00
Afterschool Snack Expenses	164.93
Children's Activities	25.00
Credit Debit Card Revenue to City Hall	19.80
Dues And Memberships	130.00
Marketing	133.72
Outreach Mileage	33.64
Programming	1,224.71
TOTAL EXPENSES	1,861.80
OVERALL TOTAL	7,071.97

Computer Use and Internet Access Policy

The Perry Public Library is pleased to provide electronic resources via the Internet through the use of our public access computers and lending out hotspots. Computers are available for public use during regular library hours, except during times of routine or emergency maintenance. Hotspots can be checked out and internet access can be taken home with you. The purpose of providing public Internet access is to expose the public to the world of information available on the Internet and to provide equal access to that information for all individuals in the community.

Since the Internet is a global electronic network, the Perry Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet and its available resources may contain material of a controversial nature. The library will not censor access to material nor protect users from offensive information and is not responsible for the availability or accuracy of information accessed from remote network sites.

The Perry Public Library complies with the United States Copyright Law, and all other federal, state, and local laws relating to the use of the Internet and other electronic media.

The following rules govern the use of the library computers:

1. All workstations requires library card and pin number.
2. Guest passes may be issued for those without library cards. Staff will encourage all computer users to obtain a library card.
3. There is a 30-minute time limit for the Public Internet computers when others are waiting. When no one is waiting, additional time at the Public Internet workstations is limited to three additional 30-minute sessions.
4. If use of a computer results in disruption of library services or if behavior becomes inappropriate for a library setting, the library reserves the right to end a session at any time.
5. Color printing is available for \$.25 per page. Black and white printing is available for \$.15 per page
6. A flash drive or disc may be used to save information from a computer. The library is not responsible for any damage to personal diskettes or flash drives when used in library computers. Although the library uses anti-virus software on its computers, absolute protection is not guaranteed. Software downloaded from the Internet may contain viruses. The library encourages

the Internet user to install and use anti-virus software on his/her own computer and equipment.

7. Individual software may not be installed or used to alter or attach equipment to the library's hardware or to attempt to bypass security features.
8. Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as all local, state, and federal laws including, but not limited to, those concerning fraud, privacy, or obscenity.
9. Library staff may be able to help with basic computer use and startup procedures, but may not be able to provide information on the use of each software program. If one has never used a computer or has specific questions about a software program, reference books and user guides are available.
10. Misuse of a computer or hotspot may result in suspension or loss of computer privileges and hotspot borrowing privileges.
11. Public Computer Use privileges and hotspot borrowing privileges will be suspended if fines, damages, fees, or assessments for lost materials in excess of \$5.00 are not paid, and will remain suspended until they are paid.
12. Public Computer Use privileges and hotspot borrowing privileges will be suspended for copyright infringement.

Revised December 12, 2019

The following rules govern access to the Internet from the library:

1. Internet communications shall be considered private, and confidentiality will be encouraged within the limits of a public environment, the technology of the equipment, and the requirements of law.
2. The Internet user may encounter closed or restricted databases and resources for which the library accepts no responsibility:
 - a. The host computer has been "overloaded" by Internet visitors and has closed down or limited access.
 - b. The host computer is no longer maintained or has changed its address or Universal Resource Locator (URL).
 - c. The database or computer is only accessible to users affiliated with a specific licensed organization.
 - d. Perry Public Library's Internet connection may be temporarily closed down for maintenance or due to technical difficulties.
3. The library does not offer electronic mail (e-mail) accounts or access to chat rooms, news or discussion groups. However, there are many Internet providers who offer free e-mail access.
4. As is the case with other materials in the library's collection, any restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The Perry Public Library cannot act as a censor or substitute parent. It is the responsibility of the parents to provide the oversight to ensure their children's use of the Internet in a safe and appropriate manner, including the proper use of expensive computer equipment.
5. Staff reserves the right to end a session if there is suggestion of misconduct, misuse, or illegal use of library computers and personal devices accessing the library's wireless service.
6. Violations of the Computer Use and Internet Access Policy may lead to the suspension or revocation of Internet access through the library and may lead to financial responsibility.
7. Illegal acts involving library computers or personal devices accessing the library's wireless service **or the internet with a library hotspot** may also be subject to prosecution by local, state or federal authorities. It is against the law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, Chapter 728.2)

Revised December 12, 2019

Wireless Internet Access Policy

The Perry Public Library offers wireless connections to the Library's Internet service **and lending out hotspots**. Direct plug ports are also available. If you are bringing your own laptop and wish to use the Library's Internet connection you will need:

- A wireless network interface card, 802.11b or later
- To configure your laptop to use the Library's Internet connection
- Compatible headphones if you plan to use audio files

Please note that the Library cannot assist you with your laptop, card or configuration. The Library cannot accept the liability of handling your equipment.

By choosing to use this free wireless service **or borrowing a library hotspot**, you agree to abide by the Library's Internet Access Policy. This Policy states the limitations of the Library's Internet access, your responsibilities for using that access, and describes acceptable and unacceptable uses. By using the wireless service **or library hotspot**, you also acknowledge that you understand that the use is at your own risk and that the Library is not responsible for any damage that may occur to your computer while connected.

The Library's wireless network is not secure. Information sent from or to your laptop can be captured by anyone else with a wireless device and the appropriate software. The Library is not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection. The Library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from the connection to the Library's network. ~~Printing capability is not available on the PPL wireless network.~~

Wireless printing is available through PrinterOn APP or at www.printeron.com Patron will need an email address to print wirelessly.

Revised December 12, 2019

Statistics – Discuss at meeting.

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 are 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, to provide an opportunity for kids to make gifts for the special people in their lives. We will visit the Carnegie Library Museum, next door, and view the Festival of Trees. We will then return to the library to make gifts, craft a tree ornament, and enjoy a snack. 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 may be picked up at the library from 1:00-4:00 p.m., on Saturday, December 7. Recipients will also receive a free book and have the opportunity to sign up for a free library card and learn about library programs and services.

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.

Harnessing the Power of Iowa's Libraries Project

Initial Ideas- November 2019

1. Fresh Fruit and Vegetable Recovery
 - a. Meeting today with Abigail and Steve
2. Cooking Classes and Outreach
 - a. Meal Prep
 - b. Use of Veg. and Fruit
 - c. ISU Extension & Outreach
 - d. HyVee Dietician
 - e. Program at Wednesday Congruent Meals
3. StoryWalk
 - a. Permanent Installation
 - b. Change ~2 months
 - c. Possible placement
 - i. Wiese Park
 - ii. Dallas County Hospital
 - d. Visit StoryWalk at Newton
4. Book Club
 - a. NNLM – Book Kits for Book Discussions
 - b. Call Van Meter Library already participating
5. Iowa Work Force
 - a. Presence in Perry once per month – 4 hours
 - b. Call Jeff Graney- IWF --paid with transportation cost included, bilingual
 - c. Other interpreters needed?
 - d. Vouchers for HIRTA Bus to go to DM Office (~\$25)
6. Score Card / Bingo Card –
 - a. Attendance at Programs
 - b. Grand Prizes
 - i. Bike, Helmet
 - ii. Membership at McCreary Recreation Center
 - iii. Membership at Wellness Program at Dallas County Hospital