

## **Public Meeting Notice and Agenda**

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

**Thursday, November 14, 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 September Meeting Minutes
4. Approval of October Gift Fund Claims and City Budget: Library Fund Status FY20
5. Unfinished Business:
  - a. Building Project
  - b. Memorials
6. New Business:
  - a. Telligen Grant
7. Librarian's Report and Statistics
8. Board Education
9. Open Forum
10. Next Meeting on November 14, 2019 at 8 a.m.
11. Adjourn

**PERRY PUBLIC LIBRARY BOARD OF TRUSTEES**

**October 10, 2019**

The Perry Public Library Board of Trustees met in regular session on Thursday, October 10, 2019.

Board members Mark Miller, Margaret Ruggle, Rosa Gonzalez, 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 agenda with Rosa Gonzalez seconding the motion. MCU.

Margaret Ruggle moved and Heather Karolus seconded a motion to approve the minutes of the September 12, 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 #5830 - #5845 in the amount of \$2,472.85 from the Gift Fund. MCU. The Board reviewed the Library line items from the FY20 City of Perry Budget.

**Unfinished Business:**

Building Project – Director Murphy and Deputy Director VonBehren met with SVPA Architect Thad Long and Designer Danielle Williams to finalize all the desired improvements in the library. The Library Board reviewed drawings incorporating all the desired improvements. Please see attached drawings. Once the schematic plan is approved by the Library Board, the architectural firm will provide a schematic budget. This budget allows the Library to apply for grants and determine available funding sources. Heather Karolus moved to approve the drawings with Margaret Ruggle seconding the motion. MCU.

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

**New Business:**

None

**Librarian’s Report:**

Children’s Halloween Costume Swap at Perry Public Library – October 1-18 / 19-31

The public is invited to bring gently used children's costumes (clean and in good condition) to the library, from October 1-18, and receive a coupon good for one new-to-you costume, to be selected October 19-31.

The October meeting of the Perry Public Library Quarterly Classic Book Club was on Tuesday, October 8, at 7:00 p.m., at the Carnegie Library Museum. The selected title for discussion is *Our Eyes Were Watching God* by Zora Neale Hurston.

Children in First through Fifth Grades were invited to join Perry Public Library staff for *Legos @ the Library*, Wednesday, October 9, at 3:30 p.m., in the library meeting room.

Perry Public Library and the City of Perry are collaborating this fall to sponsor another Shred Event, on Saturday, October 12, from 10:00 to noon, in the south parking lot of Perry Public Library. Everyone is invited to take advantage of this free opportunity to dispose of outdated or confidential documents in a safe, secure way.

Craft Club – October 14 at 6:30 p.m., Monday, and the craft is Wooden Pumpkins. All supplies are provided at no cost to participants, but free-will donations are appreciated and registration is required.

The Perry Public Library Monthly Book Club will meet at 1:00 p.m., Tuesday, October 15, in the Clarion Room of the Security Bank Building, 1102 Willis Avenue. The selected title is *Marathon* by Brian Freeman, which is also the 2019 *Dallas County Reads* fiction title.

We will host a *Medicare Basics* education seminar conducted by Licensed Insurance Agents Aaron Thacker and Ali Chambers, on Thursday, October 26, at 10:30 a.m. The seminar is free and open to the public and will provide an overview of Medicare - what it does/does not cover, information on supplements and Advantage plans, as well as advice on how to protect your savings from out-of-pocket expenses.

*Friends of the Library* Fall Book Sale is from 10:00 to 4:00, Friday, October 18, and 10:00-2:00, Saturday, October 19, in the Perry Public Library Meeting Room. Come and shop for a variety of books, audiobooks, DVD movies, music CDs, and more, at stock-up prices. Saturday is half-price day /\$5 Fill-A-Book-Bag Day!

Perry Public Library will participate in the 2019 *Dallas County Reads* fiction event, at 2:00 p.m., Sunday, October 20, at Waukee Lutheran Church of Hope, 305 Dartmoor Drive, in Waukee. This annual collaborative event is sponsored by the Dallas County Library Association libraries. The 2019 guest author is Brian Freeman, and the featured book is *Marathon*. Everyone is invited to read the book and attend the author talk with this internationally bestselling writer. This event is free and open to the public.

Lifelong Learners Coffee: *Downstairs at Downton* with Kathy Wilson – October 28, at 9:00 a.m., Monday, in the Perry Public Library Meeting Room. Popular program presenter and historian Kathy Wilson will reveal the real history and drama of life below stairs in the post-Edwardian era, made popular with the *Downton Abbey* television series.

Perry Public Library will participate in the 2019 Halloween Spooktacular, Thursday, October 31, from 4:00-6:00 p.m. Children of all ages are invited to come to the library, show off their costumes, and take home a free book *and* a treat!

Maintenance Issues - Roof, HVAC, and Utility Bills. The library's utility bill are now back in line after 'time of day scheduling' was inputted by scheduling the cooling/heating to start at 8 a.m. and end at 8 p.m. At all other times the building is to maintain 'unoccupied' temperate which are 4-6 degrees cooler or warmer than occupied settings. In removing the chimney stack from the old boilers, rusted areas were revealed on the roof. They are being looked into for repair. The boilers are in, they were inspected, and there were several items that need to be addressed to pass 'Boiler Inspection' by the State of Iowa. The City's Maintenance Manager Barry Chayet assured me that these items are being attended to and the boilers will pass inspection.

The four fulltime staff attended the ILA/NLA/NLSA conference in La Vista, Nebraska from October 2-4. Please see attached session summaries from staff detailing information presented.

Board Education: Staff reports from conference sessions.

The next meeting is scheduled on Thursday, November 14, 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

Perry Public Library

October 2, 2019

**Desired Building Updates**

\*1) Fix Existing Bathroom Problems

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' carved out of the storage room

\*3) Replace Water Fountain with Water Fountain with Bottle Filler

\*4) Reconfigure Storage Room

\*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

\*7) Reconfigure Circulation Desk to include Business Center

\*8) Upgrade Quiet Lab to Small and Large Meeting Room Standard to Create Meeting Room / Quiet Lab

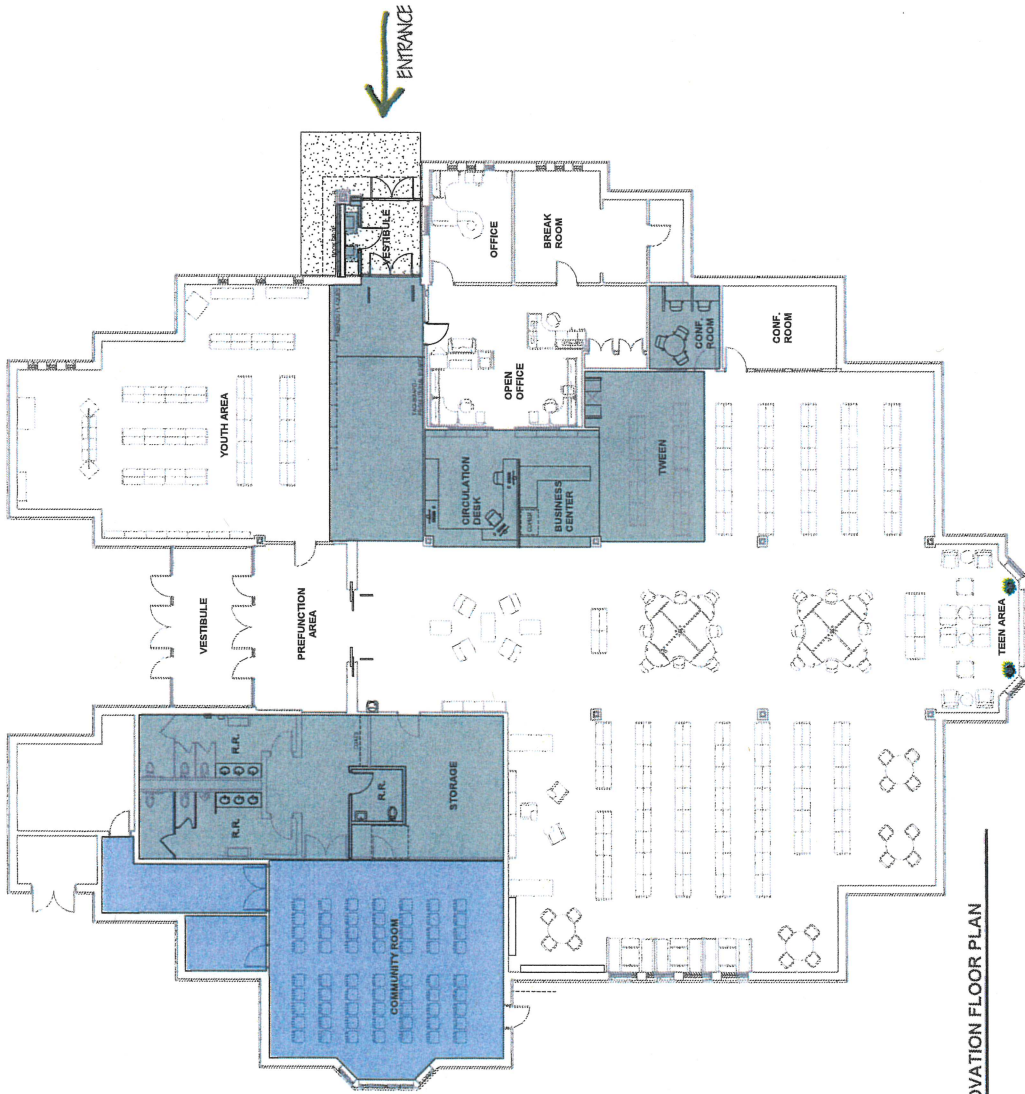
\*9) Replace Carpet with Wayfinding

\*10) Create East Entrance

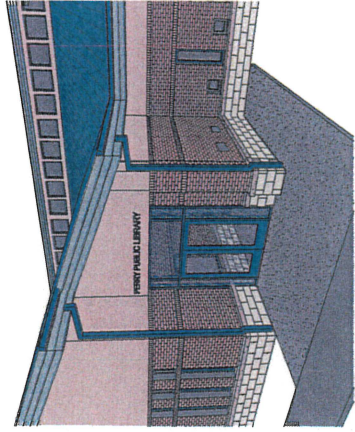
11) Shift Tween Section to Current SF, W, and M Section

\*12) New Gates

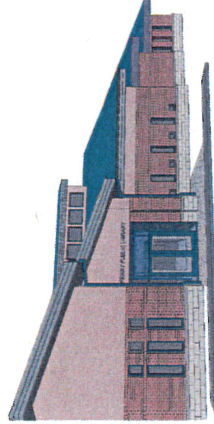
\* Involves Funding



PROPOSED RENOVATION FLOOR PLAN  
SCALE: 1/8" = 1'-0"



NEW ENTRANCE - VIEW 1  
SCALE: NTS



NEW ENTRANCE - VIEW 2  
SCALE: NTS

**City of Perry Budget  
Perry Public Library Line Items  
November 8, 2019**

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

<b>Account Number</b>	<b>Account Title</b>	<b>Total Budget</b>	<b>YTD Exp.</b>	<b>YTD Balance</b>	<b>Pct Exp</b>
<b>General Fund</b>					
001-410-6010	WAGES	\$176,472.00	\$67,404.62	\$109,067.38	38%
001-410-6020	WAGES - PT	\$50,500.00	\$23,641.17	\$26,858.83	47%
001-410-6240	TRAVEL AND CONFERENCE	\$500.00	\$720.00	(\$220.00)	144%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$641.98	\$358.02	64%
001-410-6371	UTILITIES	\$32,000.00	\$19,940.85	\$12,059.15	62%
001-410-6373	TELEPHONE	\$4,000.00	\$1,453.97	\$2,546.03	36%
001-410-6408	INSURANCE TORT/GENERAL	\$6,500.00	\$0.00	\$6,500.00	0%
001-410-6413	CONTRACT SERVICES	\$17,000.00	\$3,056.34	\$13,943.66	18%
001-410-6414	PRINTING	\$0.00	\$0.00	\$0.00	0%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$0.00	\$9,500.00	0%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$2,266.17	\$2,733.83	45%
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%
<b>Benefit Fund</b>					
112-410-6110	SOCIAL SECURITY	\$17,363.00	\$6,553.31	\$10,809.69	38%
112-410-6130	IPERS	\$21,426.00	\$7,736.01	\$13,689.99	36%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$57,352.00	\$20,069.37	\$37,282.63	35%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,089.00	\$353.36	\$735.64	32%
112-410-6154	PREMIUMS/DENTAL/VISION	\$1,392.00	\$0.00	\$1,392.00	0%
112-410-6160	WORKERS COMPENSATION	\$323.00	\$221.57	\$101.43	69%
<b>LOST/Capital Funds</b>					
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	\$25,250.56	\$9,749.44	72%
122-410-6750	CAPITAL/BUILDING	\$40,000.00	\$30,714.90	\$9,285.10	77%
<b>Gift Fund</b>					
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%
<b>LIBRARY TOTAL</b>		<b>\$573,677.00</b>	<b>\$233,139.83</b>	<b>\$340,537.17</b>	<b>41%</b>

# Register Report

10/2/2019 through 11/8/2019

11/8/2019

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Date	Account	Num	Description	Memo	Category	Amount
<b>BALANCE 10/1/2019</b>						<b>19,893.89</b>
10/7/2019	Checking	DEP	... Deposit		Room Maintenance	25.00
				Family for Phyllis Mailes	Gifts And Memorials	100.00
					Gifts And Memorials	3.90
10/14/2019	Checking	DEP	Deposit	Cash Register	Gifts And Memorials	11.05
10/16/2019	Checking	5846	The Shredder	October 2019 Shredding Ev...	Adult Programming	-330.00
10/21/2019	Checking	DEP	... Deposit	SRP 2019	Friends Reimburse...	2,700.00
					Gifts And Memorials	90.50
					Gifts And Memorials	68.00
10/21/2019	Checking	DEP	Deposit	Cash Register	Friends Book Sale	330.00
10/28/2019	Checking	DEP	Deposit	Cash Register	Gifts And Memorials	26.00
10/30/2019	Checking	DEP	Deposit		Credit Debit Card R...	215.30
10/30/2019	Checking	DEP	Deposit	Grant Reimbursement Bock...	Gifts And Memorials	556.80
11/4/2019	Checking	DEP	Deposit	Cash Register	Gifts And Memorials	2.90
11/8/2019	Checking	5847	...Wells Fargo		Ch SRP 2019	-43.87
					Ch SRP 2020	-90.77
11/8/2019	Checking	5848	...Wells Fargo		Programming	-656.27
					Professional Develo...	-689.21
					Courtesy Expenses	-92.30
					Marketing	-29.50
11/8/2019	Checking	5849	Fareway	October 2019 Expenses	Afterschool Snack E...	-128.43
11/8/2019	Checking	5850	City Of Perry	October 2019	Credit Debit Card R...	-95.40
11/8/2019	Checking	5851	...Suzanne Kestel	First Book	Materials:Children's ...	-120.25
				Prizes	Winter Reading Pro...	-36.12
11/8/2019	Checking	5852	...Misty VonBehren		Walking School Bus	-24.85
					Walking School Bus	-29.45
					Programming	-30.97
				Conference	Mileage	-190.82
					Office Supply	-17.99
					Ch SRP 2020	-34.95
				Lodging	Travel And Confere...	-186.83
11/8/2019	Checking	5853	Sue Brickner	August 7, 21, Sept 4, Oct 1...	Outreach Mileage	-23.08
11/8/2019	Checking	5854	...Mary K .Murphy	Workshop	Mileage	-96.28
				Workshop	Registration Fee	-15.00
					Courtesy Expenses	-14.96
				Christmas Tree	Programming	-14.35
<b>10/2/2019 - 11/8/2019</b>						<b>1,137.80</b>
<b>BALANCE 11/8/2019</b>						<b>21,031.69</b>
<b>TOTAL INFLOWS</b>						<b>4,129.45</b>
<b>TOTAL OUTFLOWS</b>						<b>-2,991.65</b>
<b>NET TOTAL</b>						<b>1,137.80</b>



**Banking Summary**  
10/2/2019 through 11/8/2019

Category	10/2/2019- 11/8/2019
<b>INCOME</b>	
Credit Debit Card Revenue DEposited A...	215.30
Friends Book Sale	330.00
Friends Reimbursement	2,700.00
Gifts And Memorials	859.15
Room Maintenance	25.00
<b>TOTAL INCOME</b>	<b>4,129.45</b>
<b>EXPENSES</b>	
Adult Programming	330.00
Afterschool Snack Expenses	128.43
Ch SRP 2019	43.87
Ch SRP 2020	125.72
Courtesy Expenses	107.26
Credit Debit Card Revenue to City Hall	95.40
Marketing	29.50
Materials	
Children's Books	120.25
<b>TOTAL Materials</b>	<b>120.25</b>
Mileage	287.10
Office Supply	17.99
Outreach Mileage	23.08
Professional Development	689.21
Programming	701.59
Registration Fee	15.00
Travel And Conference	186.83
Walking School Bus	54.30
Winter Reading Program 2019-2020	36.12
<b>TOTAL EXPENSES</b>	<b>2,991.65</b>
<b>OVERALL TOTAL</b>	<b>1,137.80</b>

## Board Overview

	FY 2018-2019	FY 2019-2020 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Last FY Oct.
<b>Volumes Held at Start of Period</b>	74,435		<b>48.71%</b>	59,031	111,990	111,395	110,694	78,751
Freegal Music Circulation	545	81	<b>-40.55%</b>	2	46	12	21	21
Electronic Audiobook Circulation	2,123	736	<b>38.67%</b>	234	161	163	178	179
Electronic Book Circulation	2,984	846	<b>13.40%</b>	237	213	199	197	281
Electronic Video Circulation	1	39	<b>15500%</b>	20	12	7		
<b>Total Circulation</b>	70,812	25,029	<b>41.38%</b>	7,417	5,406	5,712	6,494	5,641
<b>Number of Borrowers at End of Period</b>	4,880		<b>2.91%</b>	4,908	4,948	4,997	5,022	5,559
<b>Library Visits</b>	73,003	25,058	<b>37.30%</b>	7,347	5,530	5,293	6,888	6,793
<b>Total Number of Reference Questions</b>	3,484	1,282	<b>47.19%</b>	329	286	345	322	306
<b>Total Number of Programs</b>	778	252	<b>29.56%</b>	81	33	58	80	83
<b>Total Number Attending Programs</b>	21,845	4,553	<b>-16.63%</b>	1,832	374	787	1,560	1,918
<b>Annual Meeting Room Use</b>	418	162	<b>55.02%</b>	26	33	45	58	45
<b>Public Computer Usage</b>	25,227	7,836	<b>24.25%</b>	1,929	1,736	1,903	2,268	2,450
<b>Wireless Computer Usage</b>	9,467	3,294	<b>39.18%</b>	791	700	780	1,023	830
<b>Pages Viewed on Web Site</b>	28,089	9,388	<b>33.69%</b>	2,888	2,138	2,035	2,327	2,436
<b>Unique Visitors to Web Site</b>	7,409	2,740	<b>47.93%</b>	662	634	686	758	632
<b>Pages Viewed Online Catalog</b>	26,089	6,675	<b>2.34%</b>	2,304	1,710	1,745	916	2,743
<b>Unique Visitors to Online Catalog</b>	1,932	296	<b>-38.72%</b>	0	0	137	159	209
<b>Pages Viewed Mobile Catalog</b>	33,530	0	<b>-100.00%</b>	0	0	0	0	2,717
<b>Unique Visitors to Mobile Catalog</b>	1,075	0	<b>-100.00%</b>	0	0	0	0	99
<b>Wowbrary users</b>	1,700		<b>-1.29%</b>	1,692	1,686	1,681	1,678	1,652
<b>Wowbrary pages viewed</b>	3,936	1,530	<b>55.49%</b>	477	320	263	470	310
<b>Wowbrary Click-Thru to Catalog</b>	1,816	526	<b>15.86%</b>	146	161	72	147	168

Statistics – Discuss at meeting.

1. November

- 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. November 14
- 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.

2. December

- 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. When putting the sale money into the Cash register ---Ring up as Friends SALE.
- 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 will be meeting with Abigail Chihak from Dallas County Public Health next week to start the "Harnessing the Power of Iowa's Libraries" project that will focus on supporting and equipping Iowa's libraries with the tools, resources, and programs to address social determinants of health and improve population health (from Telligen application).
- 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.
- 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.

## SCULPTURE

*"The Orphans and the Oaks"*

BETSY PETERSON

ARTIST

2019

IN MEMORIUM OF

***Richard Ehlers***

Donated by:

Earl and Kathy Bonjour  
Tracy Worzala  
Jo and Vernon Slaymaker  
Dennis and Sandy Glick  
Martha Klatt  
Deanna Deason  
Friends of the Perry Public Library  
Larry and Pat Blaker  
Finneseth, Dalen & Powell, PLC  
Steve Boe  
Kimberly and Mitchell Linn

Sonja Sturtz  
Don and Joann Harmelink  
Linda Potsander  
Collene Witmer  
Helen Robinson  
Ray and Margaret Harden  
Joan and Don Mathews  
Delbert and Marlin Davenport  
Shirley Ehlers  
Kirsten Ehlers

**SCULPTURE**

*"Free Spirit"*

BRAD KIEFER, DOUG NICHOLS, MARY ROSE NICHOLS, AND JENNY EKLUND  
ARTISTS  
2019

*IN MEMORIUM OF*

***Lorraine Winger***

DONATED BY:

Family and Friends

**FABRIC ART**

*Framed Quilt Squares*

PERRY PIECEMAKERS QUILT GUILD

ARTISTS

2019