

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, October 10, 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:
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

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

Board members Mark Miller, Margaret Ruggle, 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.

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

Rosa Gonzalez moved and Heather Karolus seconded a motion to approve the minutes of the August 8, 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 #5825 - #5829 in the amount of \$586.51 from the Gift Fund. MCU. The Board reviewed the Library line items from the FY20 City of Perry Budget.

Unfinished Business:

Building Project – The representative of our insurance carrier, Barry Bengtson of the True North Companies assured our insurance would not be affected if the library did not increase its footprint, proceed with the needed maintenance projects and other updates. Director Murphy presented the Board with a list of suggested maintenance projects and desired changes-- please see attached list. The next step would be to get estimates for the projects.

Memorials –The ‘Memorial Book’ was presented to the Board. The book will document memorials not designated for a specific purpose. The Board reviewed the drawing of the Lorraine Winger “Crane” art memorial that will be placed in the library foyer. The artists involved are working to install before Art on the Prairie 2019. The Richard Ehlers memorial, which is a painted wood frame for the three large children’s bulletin boards - made by Joe Warnock and painted by Betsy Peterson, will also be ready to install by that time. In addition, the quilt squares designated for the large meeting room will have plaques ready with title of quilt block design and artist by Art on the Prairie timeframe. The Lillian Hand memorial that just recently came in is also designated for art in the library.

New Business:

Perry Public Library Annual Report FY2018-2019, please see attached.

Librarian’s Report:

Statistics – Discuss at meeting.

To celebrate National Library Card Sign-Up Month this September, Perry Public Library will offer a fine forgiveness opportunity for all patrons, from September 1-30. Any patron with outstanding overdue fines may visit the library, participate in a fun Q & A orientation activity, and receive fine forgiveness for each station visited/question answered. (Ask a librarian for details!) The goal is for library patrons to become more familiar with our collections and their locations in the library.

Program Series at Perry Public Library: Stay Strong After Age 60 - September 6, 13, 20, 27

The library will host Mary Krisco from ISU Extension for a total wellness series this September called *Stay Strong After Age 60*. This is a free program series that meets at 9:00 a.m., on four consecutive Fridays, September 6, 13, 20, and 27. You do not have to be 60 to participate in this series, but the focus is on maintaining strength and health for the retirement-aged crowd. We will learn the latest science on nutrition, exercise, and brain health, and we will spend some time on movement at one session, so comfortable attire is recommended for week four.

Monthly Craft Club Series at the Library - September 9 at 6:30 p.m. The presenter and facilitator is Nicole Connick, Minburn Public Library Director, who will feature a different craft each month. The September craft will be picture frame lanterns. All supplies are provided at no cost to participants, but free will donations are accepted.

Fall Storytime sessions will begin at the library for three different age groups, September 10, 11, and 12. The theme is Planes, Trains, and Automobiles, and we will listen to stories, explore crafts and activities, and enjoy snacks with a transportation theme. The Toddler Time group meets on Tuesday mornings, at 10:15; Fun for Fours & Fives meets on Wednesdays, also at 10:15, and the Wee Wonders group (infants and babies up to 18 months), meets at 10:30 on Thursday mornings.

Dallas County Reads NonFiction Event - September 10 at 6:30 p.m. at the Woodward Methodist Church
The featured book is *Creating the Black Utopia of Buxton Iowa* by Rachelle Chase.

The September meeting of the Perry Public Library Monthly Book Club will be Tuesday, September 17, at 1:00 p.m., in the Clarion Room, Security Bank Building, 1102 Willis Avenue. The September title is the Dallas County Reads non-fiction book, *Creating the Black Utopia of Buxton Iowa* by Rachelle Chase.

Beginning Spanish Class Starts at the Library - September 17 and on the following 13 Tuesday nights, at 6:30 p.m., with time off for holidays. The class emphasizes conversational Spanish and is free and open to anyone interested.

The library will be closed from 10:00 a.m. to 3:00 p.m., Thursday, September 19, for staff training. We will re-open at 3:30 p.m. to the public. Thank you for your patience as we dedicate this time to improve our skills to better serve you!

Remembering the Apron Program at Perry Public Library - September 23 at 6:30 p.m. with guest speaker Sheila Craig. Sheila is a retired Extension Educator with the University of Minnesota and grandmother from Preston, Minnesota, formerly of Decorah. She has been sharing her knowledge and love of the apron for nearly fifteen years! She will talk about fabrics, trims, and styles, as well as how aprons were used in the past, and share about 100 specimens from her collection of over 400 aprons!

Perry Public Library will host a Medicare Basics education seminar conducted by Licensed Insurance Agents Aaron Thacker and Ali Chambers, on Tuesday, September 24, at 6:00 p.m. The seminar is free and open to the public and will provide an overview of Medicare and 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. If you are approaching 65 or making plans for retirement, plan to attend this helpful seminar.

The new boilers are in place. The system controls have been tested. Alliant Energy has been contacted to check their meter and its grounds. Report at meeting.

The Community Health Administrator Abigail Chihak of the Dallas County Health Department contacted the library about participating in a Telligen Grant proposed by the Iowa Department of Public Health. The grant project is titled, "Harnessing the Power of Iowa's Libraries," and will focus on supporting and equipping Iowa's libraries with tools, resources, and programs to address social determinants of health and improve population health. Perry Public Library will be one of two pilot projects; the other will be Cedar Rapids Public Library - one rural community and one urban community.

Board Education: Perry Public Library's Annual Report

The next meeting is scheduled on Thursday, October 10, 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 Line Items
Fund Status Report
Oct 1, 2019

GL Budget Report: CULTURE & RECREATION - LIBRARY					
Account Number	Account Title	Total Budget	YTD Unexp	YTD Balance	Pct Expended
General Fund					
001-410-6010	WAGES	\$176,472.00	\$47,183.24	\$129,288.76	27%
001-410-6020	WAGES - PT	\$50,500.00	\$16,648.94	\$33,851.06	33%
001-410-6240	TRAVEL AND CONFERENCE	\$500.00	\$720.00	(\$220.00)	144%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$142.80	\$857.20	14%
001-410-6371	UTILITIES	\$32,000.00	\$14,273.83	\$17,726.17	45%
001-410-6373	TELEPHONE	\$4,000.00	\$1,093.85	\$2,906.15	27%
001-410-6408	INSURANCE TORT/GENERAL	\$6,500.00	\$0.00	\$6,500.00	0%
001-410-6413	CONTRACT SERVICES	\$17,000.00	\$1,844.00	\$15,156.00	11%
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	\$1,211.88	\$3,788.12	24%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$30.10	\$2,469.90	1%
001-410-6514	INVENTORY & SUPPLIES	\$1,000.00	\$375.03	\$624.97	38%
Benefit Fund					
112-410-6110	SOCIAL SECURITY	\$17,363.00	\$4,595.80	\$12,767.20	26%
112-410-6130	IPERS	\$21,426.00	\$5,413.05	\$16,012.95	25%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$57,352.00	\$14,766.14	\$42,585.86	26%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,089.00	\$259.17	\$829.83	24%
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	\$161.15	\$161.85	50%
Capital/LOST Fund					
121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$0.00	\$0.00	\$0.00	0%
121-410-6723	CAP OUTLAY-HEAVY EQUIP	\$0.00	\$0.00	\$0.00	0%
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$23,560.00	\$19,287.01	\$4,272.99	82%
121-410-6770	CAP OUTLAY - LIBRARY	\$35,000.00	\$17,041.17	\$17,958.83	49%
122-410-6750	CAPITAL/BUILDING	\$40,000.00	\$1,062.40	\$38,937.60	3%
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	\$148,820.08	\$424,856.92	26%

Register Report

9/7/2019 through 10/1/2019

10/1/2019

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Date	Account	Num	Description	Memo	Category	Amount
BALANCE 9/6/2019						19,973.14
9/10/2019	Checking	5830	...Nicole Connick		Program Expense	-70.00
					Program Supplies	-36.38
9/10/2019	Checking	5831	Jeff Graney	Intro Spanish Class 1	Adult Programming	-130.00
9/10/2019	Checking	5832	Jeff Graney	Intro Spanish Class 2	Adult Programming	-130.00
9/10/2019	Checking	5833	Jeff Graney	Intro Spanish Class 3	Adult Programming	-130.00
9/10/2019	Checking	5834	Jeff Graney	Intro Spanish Class 4	Adult Programming	-130.00
9/10/2019	Checking	5835	Secretary O...	Notary Appointment ...	Notary Expenses	-30.00
9/16/2019	Checking	DEP	... Deposit	Lage for Doris Hansen	Gifts And Memorials	50.00
				Craft Club	Gifts And Memorials	37.00
					Gifts And Memorials	2.60
9/23/2019	Checking	DEP	... Deposit		Gifts And Memorials	21.00
					Room Maintenance	25.00
9/30/2019	Checking	DEP	Deposit		Gifts And Memorials	158.00
10/1/2019	Checking	5836	...Wells Fargo		Programming	-635.72
					Courtesy Expenses	-9.99
10/1/2019	Checking	5837	Wells Fargo	Suzanne's Visa - Se...	Children's Programmin...	-147.52
10/1/2019	Checking	5838	Nicole Connick	Oct 2019 Craft Prog...	Programming	-183.70
10/1/2019	Checking	5839	...Fareway		Afterschool Snack Exp...	-21.66
					Adult Programming	-8.42
					Courtesy Expenses	-7.99
				Windex for dvds	Office Supplies	-3.99
					Afterschool Snack Exp...	-16.69
					Afterschool Snack Exp...	-26.95
					Courtesy Expenses	-14.97
					Office Supplies	-13.47
10/1/2019	Checking	5840	Suzanne Ke...	Septe 2019 Outreac...	Outreach Mileage	-75.40
10/1/2019	Checking	DEP	Deposit	PPLF	Gifts And Memorials	2,100.00
10/1/2019	Checking	5841	Jeff Graney	Spanish Class 5	Programming	-130.00
10/1/2019	Checking	5842	Jeff Graney	Spanish Class 6	Programming	-130.00
10/1/2019	Checking	5843	Jeff Graney	Spanish Class 7	Programming	-130.00
10/1/2019	Checking	5844	Jeff Graney	Spanish Class 8	Programming	-130.00
10/1/2019	Checking	5845	Jeff Graney	Spanish Class 9	Programming	-130.00
9/7/2019 - 10/1/2019						-79.25
BALANCE 10/1/2019						19,893.89
TOTAL INFLOWS						2,393.60
TOTAL OUTFLOWS						-2,472.85
NET TOTAL						-79.25

Banking Summary
9/7/2019 through 10/1/2019

10/1/2019

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Category	9/7/2019- 10/1/2019
INCOME	
Gifts And Memorials	2,368.60
Room Maintenance	25.00
TOTAL INCOME	2,393.60
EXPENSES	
Adult Programming	528.42
Afterschool Snack Expenses	65.30
Children's Programming Fall 2019	147.52
Courtesy Expenses	32.95
Notary Expenses	30.00
Office Supplies	17.46
Outreach Mileage	75.40
Program Expense	70.00
Program Supplies	36.38
Programming	1,469.42
TOTAL EXPENSES	2,472.85
OVERALL TOTAL	-79.25

Statistics – Discuss at meeting.

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 is 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 Fourth Grades are 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 17, at 6:00 p.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 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. Report at meeting.

The four fulltime staff are attending the ILA/NLA/NLSA conference in La Vista, Nebraska from October 2-4.