

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, September 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 August Meeting Minutes
4. Approval of September Gift Fund Claims and City Budget: Library Fund Status FY20
5. Unfinished Business:
 - a. Building Project
 - b. Memorials
6. New Business:
 - a. Annual Report FY2018-2019
7. Librarian's Report and Statistics
8. Board Education – Annual Report
9. Open Forum
10. Next Meeting on October 10, 2019 at 8 a.m.
11. Adjourn

The Perry Public Library Board of Trustees met in regular session on Thursday, August 8, 2019.

Board members Mark Miller, Margaret Ruggle, Rosa Gonzalez, Heather Karolus, and Jeremy Winter 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.

Maggie Ruggle moved and Heather Karolus seconded a motion to approve the minutes of the July 11, 2019 meeting. MCU.

Gift Fund bills were presented with deposits and expenses explained. Rosa Gonzalez moved and Jeremy Winter seconded a motion to approve checks #5812 - #5823 in the amount of \$2,577.99 from the Gift Fund. MCU. The Board reviewed the Library line items from the FY19 City of Perry Budget. The Utility bill from June 21 to July 23 was \$5,420.77 which was significantly higher than the previous month's bill, \$3,517.65. It is also significantly greater than the same time for the past three years (\$3,922, \$4,232, and \$3,496).

Unfinished Business:

Building Project – The focus of the building project will be updating the existing public bathrooms, adding the family/gender neutral bathroom, adding an east entrance, creating a business center/updating the front desk, and updating the Quiet Lab. Director Murphy will research how our insurance carrier will view these changes.

New Business:

Weise Foundation Funding – Heather Karolus moved to continue with the \$2,100 monthly disbursements and set aside \$10,000 for potential renovations and updates in the building. Rosa Gonzalez seconded the motion. MCU.

Memorials –The library has received several generous memorial donations. Director Murphy proposed a "Memorial Fund" be set up to accumulate memorials that will be spent on desired equipment, furniture, or art for the library. A policy and procedural statement will be brought forth next month for the Board to review.

Librarian's Report:

Statistics- Reviewed. Please find attached.

The Library has introduced a new tool, Niche Academy, which can be used by library website users. It presents short plain language tutorials introducing many of the library's online resources. For example, if you wanted to learn what *Instagram* or *Snapchat* is, you would click on the box and a short tutorial (usually less than one minute) would explain what it is. You would also have the opportunity to know more with more extensive tutorials. Niche Academy is not only for the patron side but they also offer tutorials for staff. We can make up our own tutorials for staff training or use premade canned tutorials. Niche has made it easy to drag and drop our own power point presentations or videos to create our tutorials.

RBdigital Tutorial Offered at Perry Public Library - August 12 at 6:30 p.m., Monday, in the library meeting room. Library Director Mary Murphy will introduce us to the variety of options offered through the rb digital AP: audiobooks, streaming television and movie services: Acorn TV, IndieFlix, and Pongalo (Spanish Language), Stingray Qello concerts and music documentaries, as well as online learning options from Transparent Language, The Great Courses Library Collection, LearnItLive wellness and personal development, and Method Test Prep (ACT/SAT preparedness).

The August meeting of the Perry Public Library Monthly Book Club is at 1:00 p.m., Tuesday, August 20, in the Clarion Room of the Security Bank Building, 1101 Willis Avenue. The selected title for discussion is *Manhattan Beach* by Jennifer Egan

Perry Public Library will live-stream a program on Consumer Protection from the Iowa State Bar Association's *People's Law School*, Tuesday, August 20, at 5:30 p.m., in the library meeting room. The program is possible through a partnership between the State Library of Iowa and the Iowa State Bar Association, seeking to bring free information to public libraries across the state on a variety of legal topics, including the basics of wills and revocable trusts, buying and selling a home, mortgages, foreclosures, establishing guardianships and conservatorships, modifying divorce decrees, and more. On August 20, Al Perales, Consumer Protection Investigator for the Iowa Attorney General's Office, will provide an overview of current imposter scams that target older Iowans, as well as tips for consumers on protecting themselves from scammers.

Perry Public Library will participate in the Perry Latino Festival, Saturday, August 24, from 10 a.m. to 5 p.m.

Lifelong Learners @ the Library Coffee: *Needle Felting with Kay Weishaar - August 26* at 9 a.m., at the Carnegie Library Museum. Our guest is fiber artist, Kay Weishaar. Kay will demonstrate needle felting, using wool roving, curls, and batting, talk about equipment and techniques, and share some of her creations with us. We will have the opportunity to experiment with wool and felting needles on a simple project at this "hands on" event.

The changeout of the boilers is scheduled for the end of August/beginning of September time frame.

The Alliant Energy bill for June 21 to July 23 for the Library was \$5,420.77 which was significantly higher than the previous month's bill, \$3,517.65. The bills for the same time period (June-July) for the past 3 years were: 8-6-2018: \$3,922 / 8-3-2017: \$4,232 / 8-1-2016: \$3,496.

This year's utility bill is 38% higher than the same time period last year.

Director Murphy reported that during April, May, and June, the temp in the library was 80+ degrees or higher (April 17, May 13, 2019, June 29&30, 2019). Maintenance Manager Barry Chayet worked with Chris French (Wolin) and Tyler (Drees) to get our controls system set at the correct heating and cooling set points.

During this last trouble period in July 2019, the system was keeping the large meeting room at 66 degrees.

According to my texting history:

- Problem of chilly large meeting room (66°F) reported on July 10, 2019.
- He scheduled a Drees tech to come look at it.
- Heat was on in the large meeting room on July 15, 2019. Notified Barry of this.

-Dress came on July 16, 2019 to diagnose the problem – bad vav box.

-Vav box had to be ordered.

-On July 22, 2019 Dress came and changed out the vav box.

The entire library is now set to be between 68.0° and 73.9° F. The large meeting room is 70.

This is especially concerning since the Utility bill has used up a lot of the Utility budget. We are waiting to see what the next month's utility bill brings. Barry Chayet reported that Drees will calibrate the HVAC controls system once the new boilers are put in place.

Board Education: Iowa Library Trustee's Handbook : Chapter 4 – Learning the Job

The next meeting is scheduled on Thursday, September 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

Register Report

8/1/2019 through 9/6/2019

9/6/2019

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Date	Account	Num	Description	Memo	Category	Amount
BALANCE 7/31/2019						15,819.83
8/6/2019	Checking	DEP	... Deposit	PPLF	Gifts And Memorials	2,100.00
					Gifts And Memorials	33.15
8/12/2019	Checking	DEP	... Deposit	Barliant for H Dewey	Gifts And Memorials	100.00
					Gifts And Memorials	12.00
8/15/2019	Checking	5825	Kristine Jimenez	Face Painting	Latino Fest 2019	-134.00
8/19/2019	Checking	DEP	Deposit	Cash Register	Gifts And Memorials	4.75
8/28/2019	Checking	DEP	... Deposit		Room Maintenance	25.00
					Gifts And Memorials	7.00
9/4/2019	Checking	DEP	... Deposit	Alice's Haus for L ...	Gifts And Memorials	42.22
				Robert and Mary C...	Gifts And Memorials	50.00
				Alan Ayres for Lind...	Gifts And Memorials	230.00
					PPLF	2,100.00
				Mundy for Burgett	Gifts And Memorials	10.00
				Mundy for Cathy Ul...	Gifts And Memorials	10.00
					Gifts And Memorials	3.70
9/6/2019	Checking	5826	...Wells Fargo		Programming	-359.94
					Professional Developm...	-18.99
					Courtesy Expenses	-16.25
9/6/2019	Checking	5827	...Fareway	Peroxide	Operating Supplies	-1.98
					Afterschool Snack Exp...	-12.13
					Courtesy Expenses	-10.98
9/6/2019	Checking	5828	...City Of Perry	July 2019	Credit Debit Card Rev...	-4.00
				August 2019	Credit Debit Card Rev...	-12.00
9/6/2019	Checking	5829	Suzanne Kestel	May + August 2019...	Outreach Mileage	-16.24
8/1/2019 - 9/6/2019						4,141.31
BALANCE 9/6/2019						19,961.14
TOTAL INFLOWS						4,727.82
TOTAL OUTFLOWS						-586.51
NET TOTAL						4,141.31

Banking Summary for 8/1/2019 - 9/6/2019

8/1/2019 through 9/6/2019

9/6/2019

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Category	8/1/2019- 9/6/2019
INCOME	
Gifts And Memorials	2,602.82
PPLF	2,100.00
Room Maintenance	25.00
TOTAL INCOME	4,727.82
EXPENSES	
Afterschool Snack Expenses	12.13
Courtesy Expenses	27.23
Credit Debit Card Revenue to City Hall	16.00
Latino Fest 2019	134.00
Operating Supplies	1.98
Outreach Mileage	16.24
Professional Development	18.99
Programming	359.94
TOTAL EXPENSES	586.51
OVERALL TOTAL	4,141.31

**City Of Perry Budget
Library Expenditure Line Items
September 6, 2019**

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	\$33,702.31	\$142,769.69	19%
001-410-6020	WAGES - PT	\$50,500.00	\$12,209.43	\$38,290.57	24%
001-410-6240	TRAVEL AND CONFERENCE	\$500.00	\$720.00	(\$220.00)	144%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$117.03	\$882.97	12%
001-410-6371	UTILITIES	\$32,000.00	\$14,273.83	\$17,726.17	45%
001-410-6373	TELEPHONE	\$4,000.00	\$723.02	\$3,276.98	18%
001-410-6408	INSURANCE TORT/GENERAL	\$6,500.00	\$0.00	\$6,500.00	0%
001-410-6413	CONTRACT SERVICES	\$17,000.00	\$12,703.65	\$4,296.35	75%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$0.00	\$9,500.00	0%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$1,103.53	\$3,896.47	22%
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	\$3,307.80	\$14,055.20	19%
112-410-6130	IPERS	\$21,426.00	\$3,857.58	\$17,568.42	18%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$57,352.00	\$9,967.51	\$47,384.49	17%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,089.00	\$172.78	\$916.22	16%
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					
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$23,560.00	\$8,182.01	\$15,377.99	35%
121-410-6770	CAP OUTLAY - LIBRARY	\$35,000.00	\$13,621.72	\$21,378.28	39%
122-410-6750	CAPITAL/BUILDING	\$40,000.00	\$1,062.40	\$38,937.60	3%
Gift Fund					
167-410-6490	CONSULTANT & PROFESSIONAL	\$0.00	\$0.00	\$0.00	0%
167-410-6520	MISCELLANEOUS	\$45,000.00	\$0.00	\$45,000.00	0%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$0.00	\$25,200.00	0%
LIBRARY TOTAL		\$573,677.00	\$116,290.88	\$457,386.12	20%

REVENUE REPORT
CALENDAR 9/2019, FISCAL 3/2020

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
001-410-4465	COUNTY CONTRIBUTIONS	12,068.00	.00	.00	.00	12,068.00
001-410-4500	CHARGES FOR SERVICES	15,000.00	.00	1,982.29	13.22	13,017.71
001-410-4550	MISC. CHARGE FOR SERVICES	.00	.00	.00	.00	.00
001-410-4705	DONATIONS FROM PRIVATE SOURCES	.00	.00	.00	.00	.00
001-410-4706	FOUNDATION CONTRIBUTIONS	.00	.00	.00	.00	.00
001-410-4715	REFUNDS	.00	.00	.00	.00	.00
001-410-4720	INSURANCE REIMBURSEMENT	.00	.00	.00	.00	.00
	GENERAL TOTAL	27,068.00	.00	1,982.29	7.32	25,085.71
167-410-4300	INTEREST	.00	.00	.00	.00	.00
167-410-4440	STATE GRANTS	.00	.00	.00	.00	.00
167-410-4550	MISC. CHARGE FOR SERVICES	.00	.00	.00	.00	.00
167-410-4705	DONATIONS FROM PRIVATE SOURCES	50,000.00	.00	3,108.33	6.22	46,891.67
167-410-4710	REIMBURSEMENTS	.00	.00	.00	.00	.00
	LIBRARY GIFT FUND TOTAL	50,000.00	.00	3,108.33	6.22	46,891.67
306-410-4440	STATE GRANTS	.00	.00	.00	.00	.00
306-410-4705	PRIVATE SOURCE CONTRIB	.00	.00	.00	.00	.00
	LIBRARY BUILDING FUND TOTAL	.00	.00	.00	.00	.00
	TOTAL OF ALL REVENUE	77,068.00	.00	5,090.62	6.61	71,977.38

Board Overview

	FY 2018-2019	FY 2019-2020 Year to Date	Fiscal Year % Change	Jul.	Aug.	Last FY Aug.
Volumes Held at Start of Period	74,435		50.45%	59,031	111,990	79,711
Freegal Music Circulation	545	48	-47.16%	2	46	54
Electronic Audiobook Circulation	2,123	395	11.63%	234	161	142
Electronic Book Circulation	2,984	450	-9.52%	237	213	242
Electronic Video Circulation	1	20	11900%	20		
Total Circulation	70,812	12,823	8.65%	7,417	5,406	5,749
Number of Borrowers at End of Period	4,880		1.39%	4,908	4,948	5,479
Library Visits	73,003	12,877	5.83%	7,347	5,530	5,560
Total Number of Reference Questions	3,484	615	5.91%	329	286	318
Total Number of Programs	778	114	-12.08%	81	33	35
Total Number Attending Programs	21,845	2,206	-39.41%	1,832	374	4,589
Annual Meeting Room Use	418	59	-15.31%	26	33	32
Public Computer Usage	25,227	2,965	-29.48%	1,929	1,036	2,672
Wireless Computer Usage	9,467	791	-49.87%	791	0	680
Pages Viewed on Web Site	28,089	5,026	7.36%	2,888	2,138	2,363
Unique Visitors to Web Site	7,409	1,296	4.95%	662	634	530
Pages Viewed Online Catalog	26,089	4,014	-7.69%	2,304	1,710	2,364
Unique Visitors to Online Catalog	1,932	0	-100.00%	0	0	174
Pages Viewed Mobile Catalog	33,530	0	-100.00%	0	0	3,920
Unique Visitors to Mobile Catalog	1,075	0	-100.00%	0	0	92
Wowbrary users	1,700		-0.82%	1,692	1,686	1,669
Wowbrary pages viewed	3,936	797	21.49%	477	320	329
Wowbrary Click-Thru to Catalog	1,816	307	1.43%	146	161	145

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.