

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, August 8, 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 July Meeting Minutes
4. Approval of August Gift Fund Claims and City Budget: Library Fund Status FY20
5. Unfinished Business:
 - a. Building Project
6. New Business:
 - a. Wiese Foundation Funding
 - b. Memorials
7. Librarian's Report and Statistics – Report at meeting
8. Board Education – Trustee's Handbook – Chapter 4
9. Open Forum
10. Next Meeting on September 12, 2019 at 8 a.m.
11. Adjourn

The Perry Public Library Board of Trustees met in regular session on Thursday, July 11, 2019.

Board members Mark Miller, Margaret Ruggle, 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.

Jeremy Winter moved to approve the agenda with Margaret Ruggle seconding the motion. MCU.

Maggie Ruggle moved and Jeremy Winter seconded a motion to approve the amended minutes of the June 13, 2019 meeting. MCU.

Gift Fund bills were presented with deposits and expenses explained. Jeremy Winter moved and Margaret Ruggle seconded a motion to approve checks #5794 - #5811 in the amount of \$4,360.08 from the Gift Fund. MCU. The Board reviewed the Library line items from the FY19 City of Perry Budget. Director Murphy explained how the General Fund has a negative balance at the end of the fiscal year due to higher than expected utility bills. So much so they 'crowded out' the other line items. The entire library budget (General Fund, Benefit Find, LOST Fund, and Gift Fund) has a positive balance at the end of the fiscal year 2018-2019.

Unfinished Business:

Building Project

HR Green is the company that bought the architecture firm that designed and built the library. Director Murphy contacted the firm and they located multiple copies of the library blueprints (14) in their computer files. After HRGreen asked the storage company (contracted to archive all blueprints of past projects) to locate the Perry Public Library blueprints, it was discovered that the boxes assigned to the Perry Public Library blueprints had been reassigned to another project. In conclusion, our blueprints cannot be located.

New Business:

Librarian's Report:

Statistics- Reviewed. Please find attached.

As part of the 2019 *Universe of Stories* Teen Summer Reading Program, free MOONday Movie Matinees will be offered at Perry Public Library on Monday, July 1, 8, and 15, at 3:00 p.m., in the library meeting room.

The library is closed Thursday, July 4, to observe the Independence Day holiday.

The Friends of the Perry Public Library have organized a Sesquicentennial Scavenger Hunt for adults and children for July 1-6, highlighting points of interest around Perry. Participants may pick up an information sheet at Perry Public Library - and return it to the library during open hours for a sesquicentennial *temporary tattoo* when completed!

Teens participating in the *Universe of Stories* Summer Reading Program at Perry Public Library are invited to attend *Final Frontier Fridays*, at 3:00 p.m., in the library large meeting room. The July programs, on Friday, July 5, 12, and 19, are: Make an Alien (*Registration required for this event only!*), Mystery Program, and Rocket Car Races, respectively.

Perry Public Library will sponsor free Kids Activities from 11:00-2:00, Saturday, July 6, as part of our community Sesquicentennial celebration. Face-painting, *Toby the Balloon Dude*, *Absolute Science*, Bubbles, Lost in Space Water Table, Giant *Jenga*, Giant *Connect 4*, Thumbprint Craft, Photo Booth, *Buzz* and *Woody* movie characters, and more will entertain the whole family! Please note: the library will close early, at 2:00 p.m., to accommodate street and stage activities on Railroad Street.

The July meeting of the Quarterly Classics Book Club is at 7:00 p.m., Tuesday, July 9, at the Carnegie Library Museum. The selected title for discussion is *Three Men in a Boat, to Say Nothing of the Dog* by Jerome K. Jerome.

Children in Kindergarten through Fifth Grade who are registered for the Perry Public Library *Universe of Stories* summer reading program are invited to attend the *Absolute Science* program, at 10:30 a.m., Thursday, July 11, in the Perry Public Library large meeting room.

Brian Eiteman will be our guest for an adult summer program: *All About Drones*, Thursday, July 11, at 6:30 p.m. We will meet in the Perry Public Library large meeting room, and Brian will share his expertise on drone mechanics and operations. Weather permitting, we may spend time outdoors, observing and flying a drone with Brian's assistance.

The Perry Public Library *Monthly Book Club* will meet at 1:00 p.m., Tuesday, July 16, in the Clarion Room of the Security Bank Building, 1102 Willis Avenue, to discuss *Behold the Dreamers* by Imbolo Mbue.

Don't miss the Teen Summer Reading *Shoot for the Moon* after hours finale, at 5:00 p.m., Saturday, July 20, at Perry Public Library.

Bring lawn chairs and blankets, and join us for the children's *Universe of Stories* summer reading finale, at 6:30 p.m., Thursday, July 25, at Pattee Park. Ken Keffer, Outreach Coordinator from Dallas County Conservation, will be with us to share stories of outdoor adventures, and we will blow bubbles, enjoy S'mores, and hold our grand prize drawings at this event.

The adult summer reading program will conclude Monday, July 29, with the finale *Game Night* event, at 6:30 p.m., in the Perry Public Library large meeting room. We will play games, enjoy refreshments, and hold our grand prize drawings at this event.

The changeout of the boilers is scheduled for August 26 to September 6 time frame.

Board Education: **Iowa Library Trustee's Handbook** : Chapter 3 - Code of Ethics

The next meeting is scheduled on Thursday, August 8, 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

6/27/2019 through 7/30/2019

7/30/2019

Page 1

Date	Account	Num	Description	Memo	Category	Amount
BALANCE 6/26/2019						15,365.72
6/28/2019	Checking	DEP	Deposit		Gifts And Memorials	10.70
7/9/2019	Checking	DEP	S Deposit	PPLF	Gifts And Memorials	2,100.00
					Gifts And Memorials	19.00
6/29/2019	Checking	DEP	Deposit		Credit Debit Card Revenue DEposit...	45.60
7/15/2019	Checking	DEP	S Deposit	Bock Grant KidsFest 2019 Exp...	Friends Of The Perry Public Library	440.00
				Carlisle for Hand	Gifts And Memorials	50.00
					Gifts And Memorials	5.00
7/22/2019	Checking	DEP	S Deposit	Many for C. Wicks	Gifts And Memorials	320.00
					Gifts And Memorials	13.20
7/29/2019	Checking	DEP	S Deposit	Powell for Lynda Ayers	Gifts And Memorials	20.00
					Gifts And Memorials	4.60
7/30/2019	Checking	5812	S Wells Fargo		Programming Expenses	-926.80
					Tenn SRP 2019	-557.76
					Courtesy Expenses	-15.27
				FaceBook	Marketing	-29.87
7/30/2019	Checking	5813	Wells Fargo	Visa	Children's Programming Fall 2019	-55.50
7/30/2019	Checking	5814	S Fareway		Afterschool Snack Expenses	-16.02
					Children's SRP 2019	-25.98
					Afterschool Snack Expenses	-9.00
					Children's SRP 2019	-8.97
				Water	Susqui Children Activities	-188.37
				Finale	Children's SRP 2019	-67.68
					Adult SRP 2019	-15.65
				Kleenex	Office Supplies	-10.00
				Water Returned	Susqui Children Activities	74.75
				Snack Returned	Children's SRP 2019	47.78
					Afterschool Snack Expenses	-9.90
				Snack Returned	Afterschool Snack Expenses	10.00
7/30/2019	Checking	5815	Kay Weishaar	Wool Felting Program - 8/26/19 Adult Programming		-150.00
7/30/2019	Checking	5816	Sheila Craig	Apron History Program - 9/23/... Adult Programming		-150.00
7/30/2019	Checking	5817	Mary Krlsco	Mileage - Four Sept 2019 Prog... Adult Programming		-50.00
7/30/2019	Checking	5818	Kathy Wilson	Downstairs at Downton - 10/2... Adult Programming		-205.00
7/30/2019	Checking	5819	City Of Perry	June 2019	Credit Debit Card Revenue to City H...	-45.60
7/30/2019	Checking	5820	Sue Brickner	June 4, 12, 26 to July 10, 24 O...	Outreach Mileage	-35.52
7/30/2019	Checking	5821	Suzanne Kestel	Reimbursement for Expenses	Afterschool Snack Expenses	-4.00
7/30/2019	Checking	5822	S Mary K. Murphy	Humanities Iowa Program	Adult Programming	-50.00
					Materials:Audio	-16.91
7/30/2019	Checking	5823	S Misty VonBehren	Black Beans	Susqui Children Activities	-66.72
6/27/2019 - 7/30/2019						450.11
BALANCE 7/30/2019						15,815.83

TOTAL INFLOWS	3,160.63
TOTAL OUTFLOWS	-2,710.52
NET TOTAL	450.11

7/30/2019

Banking Summary
6/27/2019 through 7/30/2019

Page 1

Category	6/27/2019- 7/30/2019
INCOME	
Credit Debit Card Revenue DEposited ACH	45.60
Friends Of The Perry Public Library	440.00
Gifts And Memorials	2,542.50
TOTAL INCOME	3,028.10
EXPENSES	
Adult Programming	605.00
Adult SRP 2019	15.65
Afterschool Snack Expenses	28.92
Children's Programming Fall 2019	55.50
Children's SRP 2019	54.85
Courtesy Expenses	15.27
Credit Debit Card Revenue to City Hall	45.60
Marketing	29.87
Materials	
Audio	16.91
TOTAL Materials	16.91
Office Supplies	10.00
Outreach Mileage	35.52
Programming Expenses	926.80
Susqui Children Activities	180.34
Tenn SRP 2019	557.76
TOTAL EXPENSES	2,577.99
OVERALL TOTAL	450.11

**City of Perry Budget
Perry Public Library
Fund Status Report
July 30, 2019**

GL Budget Report: CULTURE & RECREATION - LIBRARY

Account Number	Account Title	Total Budget	MTD Exp.	YTD Balance	Pct Expended
GENERAL FUND					
001-410-6010	WAGES	\$176,472.00	\$20,221.39	\$156,250.61	11%
001-410-6020	WAGES - PT	\$50,500.00	\$6,942.57	\$43,557.43	14%
001-410-6240	TRAVEL AND CONFERENCE	\$500.00	\$0.00	\$500.00	0%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$0.95	\$999.05	0%
001-410-6371	UTILITIES	\$32,000.00	\$3,517.65	\$28,482.35	11%
001-410-6373	TELEPHONE	\$4,000.00	\$401.55	\$3,598.45	10%
001-410-6408	INSURANCE TORT/GENERAL	\$6,500.00	\$0.00	\$6,500.00	0%
001-410-6413	CONTRACT SERVICES	\$17,000.00	\$252.83	\$16,747.17	1%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$0.00	\$9,500.00	0%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$388.62	\$4,611.38	8%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$6.50	\$2,493.50	0%
001-410-6514	INVENTORY & SUPPLIES	\$1,000.00	\$111.05	\$888.95	11%
BENEFIT FUND					
112-410-6110	SOCIAL SECURITY	\$17,363.00	\$1,956.48	\$15,406.52	11%
112-410-6130	IPERS	\$21,426.00	\$2,298.29	\$19,127.71	11%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$57,352.00	\$0.00	\$57,352.00	0%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,089.00	\$0.00	\$1,089.00	0%
112-410-6154	PREMIUMS/DENTAL/VISION	\$1,392.00	\$0.00	\$1,392.00	0%
112-410-6160	WORKERS COMPENSATION	\$323.00	\$100.73	\$222.27	31%
CAPITAL/LOST FUND					
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$23,560.00	\$6,726.48	\$16,833.52	29%
121-410-6770	CAP OUTLAY - LIBRARY	\$35,000.00	\$2,885.54	\$32,114.46	8%
122-410-6750	CAPITAL/BUILDING	\$40,000.00	\$80.00	\$39,920.00	0%
GIFT FUND					
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	\$45,890.63	\$527,786.37	8%

Statistics – Discuss at meeting.

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).

Monthly Book Club August Meeting - August 20

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

ISBA *People's Law School* Program to Live-Stream at Perry Public Library - August 20

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

Chapter 4: Learning the Job

To carry out their duties effectively, trustees need information about the library's services, needs, and plans. They also need an understanding of the legal responsibilities of the library board and the relationship of the board to the city, and to the library director and other library staff.

Find out where to go for answers to your questions. Know the people and resources that will give you quick answers to tough questions. The director and other board members are the best sources for learning about the library. This handbook is designed to be a guide to the basics of good board membership and will also answer many of your questions.

Get to know the other people who serve on the board with you—not just their names, but who they are. What are their interests and concerns? What motivates them to serve on the library board? Team building begins by knowing your teammates.

Get to know the director, the other part of the board team. There must be a very high level of trust between those who govern the library and the person they have chosen to manage the library. Board members and the director form the board team.

A good orientation will provide trustees with the answers they need to perform their duties confidently. The orientation program should be planned step by step by the library board, with the assistance of the library director. Orientation should start as soon as possible after a board member is appointed—before the first meeting, if possible. A sample trustee orientation follows:

Sample Trustee Orientation Outline

The board president (or library director or other board designee) should contact the new trustee to welcome him/her to the board and schedule the orientation session or sessions.

Immediately send the new trustee a packet that includes:

- bylaws of the board
- a list of board members, indicating terms of office and board officers
- board committee membership lists
- calendar of upcoming meetings
- a copy of this handbook

The orientation should include a tour of the library, with the director, to introduce staff and discuss library programs and services. Schedule a meeting/discussion with the library director and at least one other board member to become familiar with:

- the library ordinance including the board's duties and powers and how board members are appointed
- sources of library funding
- how the library is operated day to day
- the library's website
- how the library serves the needs of the community including the library's mission statement
- how the library could better serve the community
- the board's relationship to the library director, the library staff, and the city

- how the library is linked to other resources, other libraries, and Iowa Library Services
- recent library accomplishments
- any immediate problems the library faces

Later, share the following information with the new trustee:

- latest annual report
- long-range/strategic plan and progress to date
- technology plan
- library policies
- current and previous year's budgets
- board meeting minutes for the previous six months
- director's reports for the previous six months
- director's job description and the process used to evaluate the library director
- latest monthly statistical report and financial report
- organizational chart of the library staff with names and titles
- library board's annual calendar, including deadlines
- copy of public library standards, *In Service to Iowa, Public Library Measures of Quality*
- brochure or other concise information about your library

Continue to learn. As you gain experience on the board, you will continue to learn about library philosophy, services statistics, history, policies and much more. Ongoing development activities should be part of the plan for every board and every board member.

To keep learning:

- Read the *Iowa Library Trustee's Handbook*
- Listen to and discuss the library director's report at board meetings
- Look for websites and blogs for library trustees including Iowa Library Service's web page, <http://www.statelibraryofiowa.org/ld/Trustees>
- Visit libraries in person or through their websites to see what they are doing.
- Take part in board development workshops offered by the Iowa Library Services and/or state and national associations.
- Join library associations such as Iowa Library Association, American Library Association, and Public Library Association; read their publications; attend their conferences.

