

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, September 8, 2022 at 8 a.m.

THIS MEETING WILL BE HELD IN PERSON

1. Roll Call
2. Approval of Agenda
3. Approval of August 11, 2022 Meeting Minutes
4. Approval of Financial Statements: Gift Fund Claims and City of Perry Library Line Items
5. Unfinished Business:
 - a. Search Process for Adult Services Librarian
 - b. Search Process for Youth Services Librarian
6. New Business
7. Board Education – Duties and Responsibilities
8. Librarian Report
9. Open Forum
10. Next Regularly Scheduled Meeting is on October 13, 2022 at 8 a.m.
11. Adjourn

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

August 11 2022

The Perry Public Library Board of Trustees met in regular session on Thursday, August 11 2022, at 8 a.m.

Note: This meeting was held in-person in the Board Room at the Perry Public Library.

Board members Kendall Rathje, Mark Miller, Heather Karolus, and Rosa Gonzalez were present. Library Director Mary Murphy and Deputy Director Misty VonBehren were also present.

Board President Mark Miller called the meeting to order.

Agenda –Kendall Rathje moved to approve the agenda with Heather Karolus seconding the motion. MCU.

Minutes – Heather Karolus moved to approve the minutes from the July 9, 2022, meeting, and Kendall Rathje seconded the motion. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling \$5,188.39 and checks #6259 - # 6275, totaling \$5,174.44. The City of Perry Library Fund Status Report was reviewed. Heather Karolus moved to approve the financial reports with Kendall Rathje seconding the motion. MCU.

Unfinished Business:

Director Review performed on August 10, 2022.

New Business:

Adult Services Librarian position has been advertised on our website, the City of Perry's website, the State Library website, The Perry News, Raccoon Valley Radio, the Iowa Library ListServ, University of Nebraska at Omaha website, Nebraska ListServ, and Colorado Listserv. The closing date for applications is September 6, 2022. This position needs to be filled by October 31, 2022. The youth services position will be posted starting September 6, 2022.

Board Education – EOS and L10 meetings

Librarian's Report:

Mission:

Enabling our community to thrive by offering lifelong opportunities to connect, learn, and create.

Board Overview of Statistics – Review at meeting.

The Solar Project monitor was installed in the library by the water fountain. A plug needed to be put in the wall. The monitor is not live yet.

Hometown Heritage at the Carnegie Library Museum Event: *Dining Manners and Menus in Victorian Iowa* - August 21 Everyone is invited to attend a Hometown Heritage at the Carnegie Library Museum program, *Dining Manners and Menus in Victorian Iowa*, at 2:00 p.m., Sunday, August 21. *Can you set an elegant dinner table?* Setting a proper table and eating politely were defining manners for a Victorian homemaker. Photographs will lead you through the courses of a meal while you learn how our modern thoughts on dinner evolved from the 1870s. As a hands-on activity, you will practice laying a place setting, and serving and sitting correctly at an elegant meal. Guest presenter is Janet Dennis from Living History Farms.

Perry Public Library will participate in the 2022 Latino Festival, from 10:00 to 7:00 p.m., Saturday, August 27, at Pattee Park. We will be giving out free children's and juvenile books! Stop by the library table to say hello to library staff, and enjoy the parade, petting zoo, bubbles, foam blaster, balloon twister, street vendors, and more at this popular multi-cultural event!

Calling all crafters! You are invited to the August Craft Club event, at 6:00 p.m., Monday, August 29, in the Perry Public Library Community Room. The selected craft will feature a Beginning Embroidery Kit. Anyone interested is invited to join us for any meeting, but registration is required. To reserve your materials, register and pay the \$5 fee by Friday, August 19.

The end of the Summer Library Programs were celebrated with a finale in each of the programs; the children had a magic show, the teens had a party, and the adults had a double creature feature. Children's SLP had 446 children registered, the Teen Program had 34 teens registered, and the adult SLP had 78 registered.

The next normally scheduled meeting is on Thursday, September 8, 2022, at 8 a.m. in the library's Community Room (aka the large meeting room). The public is always welcome.

Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

Register Report

8/11/2022 through 9/2/2022

9/2/2022

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Date	Num	Description	Memo	Category	Amount
BALANCE 8/10/2022					24,604.31
8/15/2022	DEP	Deposit	Cash Register 8/15...	Room Maintenance	25.00
8/16/2022	26276	S Cengage Learning / ...	Large Print BestSel...	Materials:Adults	-221.56
8/22/2022	DEP	Deposit	Cash Register 8/22...	Donation Income	15.00
8/29/2022	DEP	S Deposit	Rathje for Fessler	Gifts And Memorials	20.00
				Donation Income	20.60
8/30/2022	26277	S Wells Fargo Visa		Programming	-543.06
			FB Boosts	Marketing	-105.57
			Eggs	Milk And Eggs	-29.90
8/30/2022	26280	Wells Fargo Visa	Visa	Programming	-126.06
8/30/2022	26279	S Fareway	Milk	Milk And Eggs	-24.50
			Water	Programming	-28.92
			Water	Programming	-18.94
			Milk	Milk And Eggs	-24.50
			Gatorade	Programming	-6.44
			Water, Gatorade	Programming	-9.42
			Milk	Milk And Eggs	-24.50
8/30/2022	26281	Iowa Radio	Inv # 22070790 & ...	Marketing	-287.45
8/30/2022	26283	Eat Greater Des Moi...		Food Recovery	-250.00
8/30/2022	26286	Sue Brickner	May, June, July, an...	Outreach Mileage	-14.78
8/30/2022	26287	S Jessica Phillips	Nightcrawlers	Pico Expenses	-4.58
			Nightcrawlers	Pico Expenses	-4.23
			Bedding	Pico Expenses	-16.04
8/30/2022	26289	S Misty Von Behren	Eggs	Milk And Eggs	-41.85
			Eggs	Milk And Eggs	-38.85
8/30/2022	26288	Hunter Martin	Craft Supplies	Programming	-20.00
8/30/2022	26284	World Wide Audio ...	Jingle Production	Marketing	-879.50
9/2/2022	6282	Raccoon Valley Radio	Radio Promotion	Marketing Services	-599.40
9/2/2022	6285	City Of Perry	August 2022	Credit Debit Card Reve...	-66.00
9/2/2022	DEP	Deposit	ACH	PPLF	2,100.00
8/11/2022 - 9/2/2022					-1,205.45
BALANCE 9/2/2022					23,398.86
TOTAL INFLOWS					2,180.60
TOTAL OUTFLOWS					-3,386.05
NET TOTAL					-1,205.45

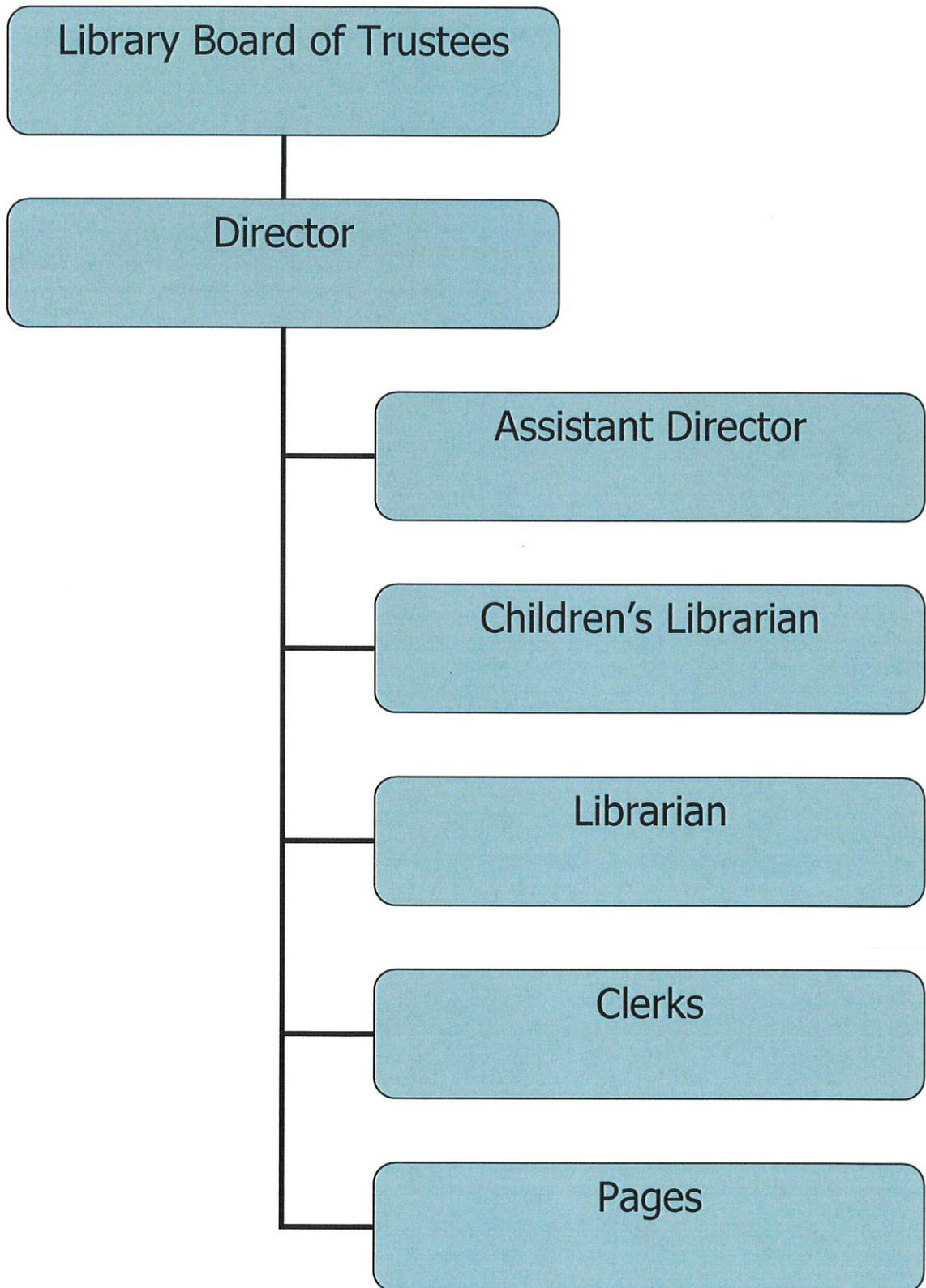
Banking Summary
8/11/2022 through 9/2/2022

Category	8/11/2022- 9/2/2022
INCOME	
Donation Income	35.60
Gifts And Memorials	20.00
PPLF	2,100.00
Room Maintenance	25.00
TOTAL INCOME	2,180.60
EXPENSES	
Credit Debit Card Revenue to City Hall	66.00
Food Recovery	250.00
Marketing	1,272.52
Marketing Services	599.40
Materials	
Adults	221.56
TOTAL Materials	221.56
Milk And Eggs	184.10
Outreach Mileage	14.78
Pico Expenses	24.85
Programming	752.84
TOTAL EXPENSES	3,386.05
OVERALL TOTAL	-1,205.45

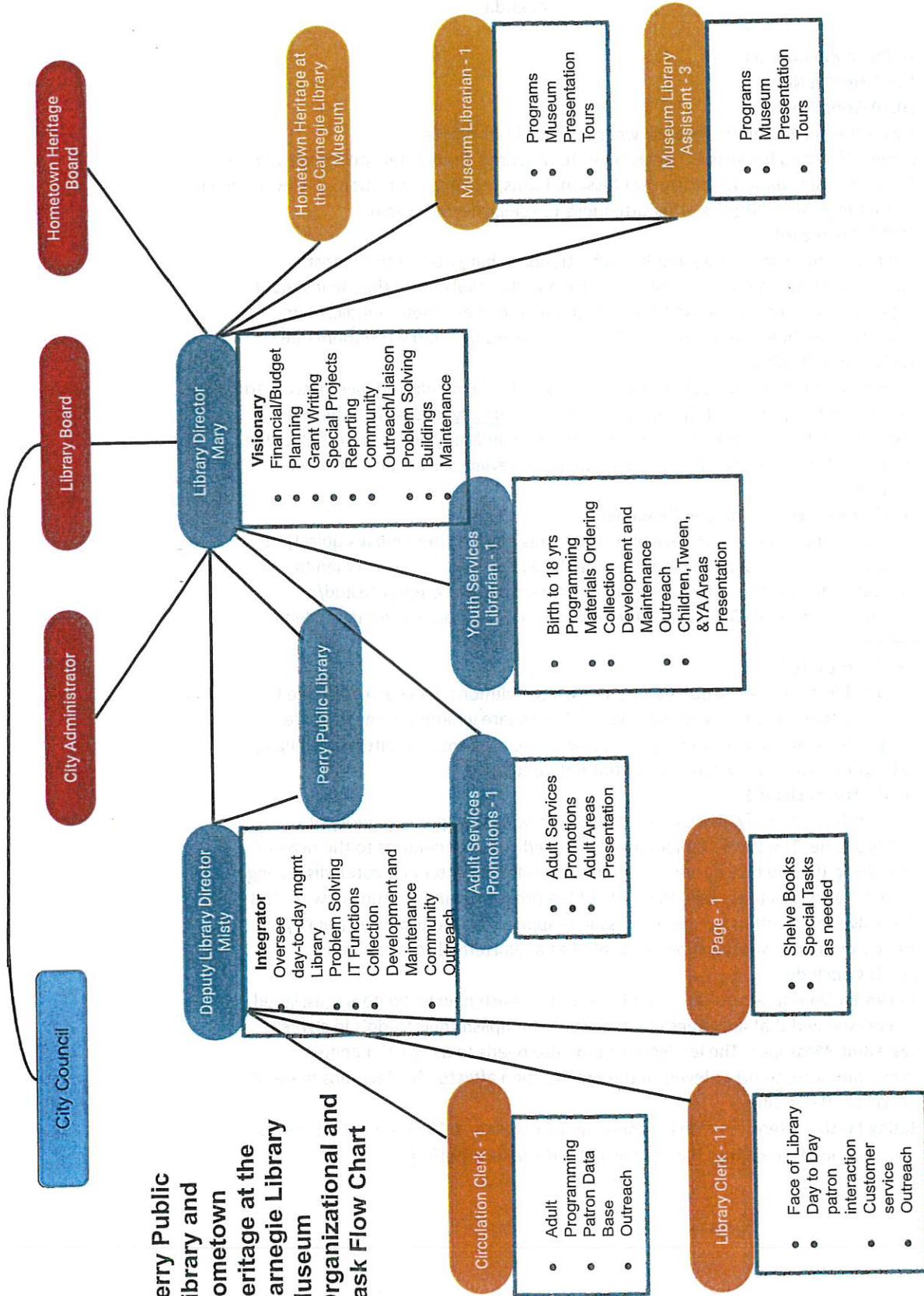
City of Perry -- Perry Public Library Line Items Fund Status Report September 2, 2022

Account Number	Account Title	Total Budget	YTD Expended	YTD Balance	Pct Expended
GENERAL					
001-410-6010	WAGES	\$212,397.00	\$33,308.97	\$179,088.03	16%
001-410-6020	WAGES - PT	\$61,000.00	\$10,343.79	\$50,656.21	17%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$0.00	\$1,000.00	0%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$0.00	\$1,000.00	0%
001-410-6371	UTILITIES	\$32,000.00	\$6,342.38	\$25,657.62	20%
001-410-6373	TELEPHONE	\$4,500.00	\$725.55	\$3,774.45	16%
001-410-6408	INSURANCE TORT/GENERAL	\$7,994.00	\$0.00	\$7,994.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$1,443.46	\$14,556.54	9%
001-410-6414	PRINTING	\$0.00	\$0.00	\$0.00	0%
001-410-6490	CONSULTANT & PROFESSIONAL	\$10,000.00	\$0.00	\$10,000.00	0%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$841.68	\$4,158.32	17%
001-410-6508	POSTAGE & SHIPPING	\$1,000.00	\$16.12	\$983.88	2%
BENEFIT FUND					
112-410-6110	SOCIAL SECURITY	\$20,217.00	\$3,147.31	\$17,069.69	16%
112-410-6130	IPERS	\$25,811.00	\$3,796.97	\$22,014.03	15%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$74,415.00	\$12,158.33	\$62,256.67	16%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,249.00	\$101.02	\$1,147.98	8%
112-410-6160	WORKERS COMPENSATION	\$534.00	\$203.88	\$330.12	38%
GIFT					
121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$20,090.00	\$0.00	\$20,090.00	0%
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$13,086.00	\$2,719.49	\$10,366.51	21%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$3,153.56	\$36,846.44	8%
122-410-6750	CAPITAL/BUILDING	\$35,150.00	\$75.00	\$35,075.00	0%
HH at CLM					
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%
178-410-6020	WAGES - PART TIME	\$25,694.00	\$4,060.48	\$21,633.52	16%
178-410-6110	FICA	\$1,966.00	\$310.63	\$1,655.37	16%
178-410-6130	IPERS	\$2,426.00	\$315.91	\$2,110.09	13%
178-410-6310	BUILDING REPAIR/MAINT	\$3,000.00	\$0.00	\$3,000.00	0%
178-410-6371	UTILITIES	\$7,000.00	\$0.00	\$7,000.00	0%
178-410-6373	TELEPHONE/COMMUNICATIONS	\$1,600.00	\$0.00	\$1,600.00	0%
178-410-6408	INSURANCE	\$5,883.00	\$0.00	\$5,883.00	0%
LIBRARY TOTAL		\$700,212.00	\$83,064.53	\$617,147.47	12%

Organizational Chart



Perry Public Library and Hometown Heritage at the Carnegie Library Museum Organizational and Task Flow Chart



Board of Trustees

The Board of Trustees shall be the policy making body of the Perry Public Library and with the assistance of the Director shall establish general policies governing the operation of the Library. The Board's responsibility to the community is to represent the Library both to the people and to the officials of the city and to provide library service of the highest quality for all of its citizens.

Selection and Appointment of Trustees

Number of Trustees appointed: The Board of Trustees of the Perry Public Library, hereinafter referred to as the Board, consists of five resident members. All members are to be appointed by the mayor with the approval of the council. (22.02)

Qualification of Trustees: All members of the Board shall be bona fide citizens and residents of the city. Resident members shall be over the age of eighteen (18) years. (22.03)

Term of office: All appointments to the Board shall be for six years, except to fill vacancies. Each term shall commence on July first. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger the terms. (22.04; 1)

Vacancies: The position of any Trustee shall be vacant if such member moves permanently from the city, or if such member is absent from six consecutive regular meetings of the Board, except in the case of sickness or temporary leave of absence from the city. Vacancies in the Board shall be filled by appointment of the mayor, with approval of the council, and the new trustee shall fill out the unexpired term for which the appointment is made. (22.04; 2)

Compensation: Trustees shall receive no compensation for their services. (22.04; 3)

Organization of the Board

Meetings: The Board shall meet for business purposes at least once a month, and at other times as deemed necessary in a place to be provided for this purpose. A majority of the Board shall constitute a quorum for the transaction of business.

The regular monthly meeting will be held on the first Thursday after the first Tuesday of each month at 8:00 a.m. in the library, unless a change in time and place has been

agreed upon prior to the meeting. The time and place of the meeting will be made known to the public at least 24 hours in advance.

Special meetings may be called by the President, or upon the request of two members, for the transaction of the business stated in the call for the meeting.

An agenda shall be prepared by the Director and received by each member of the Board.

Order of business at the regular meeting shall be as follows:

- Call to order
- Approval of minutes
- Approval of reports
- Approval of bills
- Unfinished business
- New business
- Adjournment

Library policies may be amended at any meeting of the Board with a quorum present.

Officers: To meet and elect from its members a president, a secretary, and such other officers as it deems necessary. The city treasurer shall serve as board treasurer, but shall not be a member of the board. (22.05; 1)

Officers of the Board shall be chosen at the regular July meeting of the Board and shall be as follows: President, Vice President, and Secretary. The Director shall serve as secretary in the absence of the Secretary of the Board.

Duties of officers: The President of the Board shall preside at meetings, appoint committees, authorize special meetings, and keep other board members informed of Library concerns. The Vice-president shall preside in the absence of the president.

The Secretary shall keep a true account of all proceedings of the board meetings, have custody of the minutes and other records of the Board, present all bills, and make a financial statement to the Board at each meeting.

Trustees may be reimbursed for expenses incurred in the performance of their duties, including payment for board member dues to library associations and expenses for attendance at appropriate workshops and meetings.

Committees: Special committees for the study or investigation of special problems may be appointed by the President, such committees to serve only until the completion of the work for which they are appointed.

Powers and Duties of the Board

Physical plant: To have charge, control, and supervision of the public library, its appurtenances, fixtures and rooms containing the same. (22.05; 2)

Policies and programs: The Board shall determine the goals of the Library and seek adequate funds to carry on the Library's program.

- ❖ Know the needs of the Library in relation to the community, and keep abreast of library standards and trends.
- ❖ Establish, support, and participate in a planned public relations program.
- ❖ Know local and state laws; actively support library legislation in the state and nation.
- ❖ Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
- ❖ Be aware of the services of the State Library of Iowa.
- ❖ Report regularly to the governing officials and the general public.

Budget: The Board shall adopt an annual budget with the advice and assistance of the Director.

To obtain adequate funds for library operation, a member or members of the Board shall attend city budget hearings and present the financial requirements of the Library.

Hiring of personnel: To employ a library director, and authorize the library director to employ such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided, however, that prior to such employment, the compensation of the library director, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof. (22.05; 4)

Removal of personnel: To remove the library director, by a two-thirds (2/3) vote of the Board, and provide procedures for the removal of the assistants or employees for

misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C, Code of Iowa. (22.05; 5)

Purchases: To select, or authorize the library director to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationery and supplies for the library within budgetary limits set by the Board (22.05; 6)

Use by nonresidents: To authorize the use of the library by nonresidents of the city or county and to fix charges thereof. (22.05; 7)

Rules and regulations: To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with code and the law, for the care, use, government and management of the library and the business of the Board, fixing and enforcing penalties for violations. (22.05; 8)

Expenditures: To have exclusive control of the expenditures of all funds allocated for library purposes by the council, and of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys belonging to the library including fines and rentals collected under the rules of the Board. (22.05; 9)

Gifts: To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the library; to execute deeds and bill of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the library. (22.05; 10)

Enforce the Performance of Conditions on Gifts: To enforce the performance of conditions on gifts, donations, devises and bequest accepted by the City by action against the council. (22.05; 11)

Record of Proceedings: To keep a record of its proceedings. (22.05; 12)

County Historical Association: To have authority to make agreements with the local county historical association where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and education nature and pay for the same out of funds allocated for library purposes. (22.05; 13)

Contracting with other libraries: The Board shall have power to contract with other libraries in accordance with the following: (22.06)

1. Contracting. The Board may contract with any other boards of trustees of free public libraries, any other city, school corporation, private or semi-private organization, institution of higher learning, township, or county, or with the trustees of any county library district for the use of the library by their respective residents.
2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five (5) percent in number of the electors who voted for governor in the territory of the contracting party at the last general election. The petition must be presented to the government body not less than forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party who is seeking to terminate the contract.

Nonresident use: The Board may authorize the use of the library by persons not residents of the city or county in any one or more of the following ways: (22.07)

1. Lending. By lending the books or other materials of the library to non-residents on the same terms and conditions as to residents of the city, or upon payment of a special non-resident library fee.
2. Depository. By establishing depositories of library books or other materials to be loaned to nonresidents.
3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other library materials may be loaned to nonresidents.
4. Branch library. By establishing branch libraries for lending books or other library materials to nonresidents.

Expenditures: All money appropriated by the Council for the operation and maintenance of the library shall be set aside in an account for the library. Expenditures shall be paid for only on orders of the Board, signed by its president and secretary. The check writing officer is the Deputy Treasurer (22.08)

Annual report: The Board shall make a report to the Council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the library the number of books added, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the library during the year, together with such further information as may be required by the Council. (22.09)

Injury to books or property: It shall be unlawful for a person to willfully, maliciously, or wantonly tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture or other property belonging to the library or reading room. (22.10)

Theft: No person shall take possession or control of property of the library with the intent to deprive the Library thereof. (Code of Iowa, Sec. 714.1)

Notice posted: There shall be posted in clear public view within the Library notices informing the public of the following: (22.12)

1. Failure to Return. Failure to return Library materials for two (2) months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one (1) month or more after the date the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment. (Code of Iowa, Sec. 714.5)
2. Detention and Search. Persons concealing Library materials may be detained and searched pursuant to law. (Code of Iowa, Sec. 808.12)

Mission: Enabling our community to thrive by offering lifelong opportunities to connect, learn, and create.

The Solar Project monitor was installed in the library by the water fountain. A plug was installed in the wall. The monitor is still not live.

The bump-outs (the areas of landscaping that bump-out into the parking lot) on the south side of the library have been redone. Ivory Silk Lilac trees are the central point of interest with river rock as the ground cover. These Lilac Trees mature to 15-25 feet, and their mature spread is 10-15 feet. They thrive in full sun and have creamy white flowers that have a fresh sweet scent.



We continue to give away fruits and vegetables at the Perry Farmers Market. So far this year, in June we gave away honey and flour; in July it was green beans and Zucchini, and August was sweet corn and watermelon. September's outreach distribution will be apples and salsa baskets (tomato, onion, cilantro, and peppers) .

Adult and Children's Programming for September

September – Chess continues - schedule varies

September 3 – Children's Saturday Storytime

September 3 – Saturday Crafternoons

September 6 – Mystery Book Club Discussion

September 7 – Never Too Old for YA Book Club

September 8 – A Conversation with ... Perry Teachers

September 10 – Children's Saturday Storytime

September 13 – Toddler Time
September 14 – Fun for Fours and Fives
September 15 – Wee Wonders
September 17 – Children’s Saturday Storytime
September 17 – Candle Making
September 18 – Birds of Arizona with Ray Hardin
September 20 – Toddler Time
September 20 – Monthly Book Discussion
September 21 – Fun for Fours and Fives
September 22 – Wee Wonders
September 24 – Children’s Saturday Storytime
September 25 – 1000 Books Before Kindergarten Graduation
September 27 – Toddler Time
September 28 – Fun with Fours and Fives
September 29 – Wee Wonders

The 8th Annual Safety / Employee Appreciation Day is scheduled for Wednesday, October 26, from 10:30 to 1:30. The City Administrator Sven Peterson will bring us up-to0date on all City projects. Chief Eric Vaughn will talk about mass shootings. Mike Thomasson will enlighten us about a safety related topic.

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