

## **Public Meeting Notice and Agenda**

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

**Thursday, April 13, 2023 at 8 a.m.**

**THIS MEETING WILL BE HELD IN PERSON**

1. Roll Call
2. Approval of Agenda
3. Approval of March 9, 2023 Meeting Minutes
4. Approval of Financial Statements: Gift Fund Claims and City of Perry Library Line Items
5. Unfinished Business
  - a. Capital Requests FY2023-2024
  - b. Budget FY2023-2024
  - c. Library Director Search
6. New Business
  - a. Library Card Policy
7. Board Education – Chapter 4: Hiring a Library Director
8. Librarian Report
9. Open Forum
10. Next Regularly Scheduled Meeting is on May 11, 2023 at 8 a.m.
11. Adjourn

**PERRY PUBLIC LIBRARY BOARD OF TRUSTEES**

**March 9, 2023**

The Perry Public Library Board of Trustees met in regular session on Thursday, March 9, 2023, at 8 a.m.  
Note: This meeting was held in-person at the Perry Public Library.

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

Board President Mark Miller called the meeting to order.

Agenda –Kendall Rathje moved to approve the agenda with Margaret Ruggle seconding the motion.  
MCU.

Minutes – Margaret Ruggle moved to approve the minutes from the February 9, 2023, meeting and Rosa Gonzalez seconded the motion. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling \$4,292.80 and checks #6370-#6389, totaling \$9,014.21. The City of Perry Library Fund Status Report was reviewed. Kendall Rathje moved to approve the financial reports with Margaret Ruggle seconding the motion.  
MCU.

**Unfinished Business:**

FY24 Capital Requests – In light of the pending legislation in Iowa Senate and House, we are all waiting to see what will happen.

FY24 Operating Budget – We have had to start budget process all over due to the miscalculation of Property Tax revenues for cities.

Director Search – Discussion about appointing a two – person subcommittee to plan the search and implement was discussed.

**New Business:**

Board Education – Open Meeting Laws were reviewed and discussed.

**Librarian's Report**

**Review of statistics**

The East Door stopped working again, the door people were called again. Bob, the doorman, came and diagnosed the problem as a "smoked board." They have ordered us a new door opener, which is not in stock. The part was ordered and it will be 3-4 weeks before the new door opener comes in.

adults for a friendly group discussion. We will meet March 1 from 12:30 pm to 1:30 pm in the Perry Public Library Community Room. The March discussion will focus on eye health.

Never Too Old for YA Book Club: *I Am Not Your Perfect Mexican Daughter* by Erika Sanchez – March 1  
Adults and teens are invited to join our Never Too Old for YA (Young Adult) Book Club to discuss *I Am Not Your Perfect Mexican Daughter* by Erika Sanchez, a “gripping debut about a Mexican-American misfit [that] is alive and crackling,” according to *The New York Times*. The club will meet at 6:00 pm, on Wednesday, March 1, in the Library Community Room. March’s book selection is described as “poignant but laugh-out-loud funny contemporary YA about losing a sister and finding yourself” by the publisher. Interested adults and teens may join the group at any time, but registration is required.

#### March Grab and Go Adult Craft - Free DIY Macramé Gnome Craft Kit

March’s Grab and Go Adult Craft is an adorable macramé gnome ready to help you decorate for St. Patrick’s Day, but cute enough to bring you luck all year-round! Starting March 1<sup>st</sup>, adult patrons can bring home a Free DIY Macramé Gnome Craft Kit from the Perry Public Library. This craft kit includes materials and instructions for making one gnome of your own. This March Craft is free, courtesy of the Perry Public Library, and available while supplies last.

#### March Grab and Go Kid’s Craft – Free DIY Popsicle Stick Butterfly Wreath

Kids looking for a creative project to enjoy at home can come into the Perry Public Library in March to grab a Free DIY Popsicle Stick Butterfly Wreath Craft Kit. The kit includes material and instructions to create your own adorable butterfly wreath! All you need is glue and scissors. This March Craft is free, courtesy of the Perry Public Library, and available while supplies last.

#### Chess at the Library – March 2, 9, 16, 23, 30

Local Chess Instructor David Oliveira is partnering with the Perry Public Library to teach, mentor, and play chess with players of all ages and experience levels. Whether you are new to chess or looking for a challenging game, mark your Thursday evenings in March for Chess Instruction and Walk-in at the Library. Students, grades K-12, will meet from 4:30 to 5:30 pm, in the library Board Room. Chess players of all ages are then welcome to meet from 5:30 to 7:30 pm, also in the Board Room, for instruction or competition. David Oliveira leads the group meetings and also offers chess instruction by individual appointments as part of the library program.

#### Saturday Crafternoon – March 4

Calling all crafters and do-it-yourselfers! The Perry Public Library welcomes you to our dedicated makerspace the first Saturday of each month! *Saturday Crafternoons* last from 12:00 pm to 4:30 pm in the library Community Room and offer a free community space to work on projects in a comfortable environment. Plan your next work session for Saturday, March 4, at the library. Tables are available on a first come, first served basis, and everyone is invited. No reservations and no charge!

#### Toddler Time Storytime – March 7, 14, 21, 28

Come make some music with Ms. Laura at Toddler Storytime this month in the Library Community room on Tuesdays from 10:15 am to 11:15 am. This fun activity time for toddlers, ages 18 months to age 3, and their caregivers involves sensory plays, felt boards, and songs, with a special focus on music. Let us Make Some Music! Storytime will incorporate basic instruments, sing-alongs, and dancing into our early literacy programming.

as you work together to build giant floor puzzles. Plus, Miss Laura may even bring out her MadLips to keep everyone on their toes!

#### Kids' Spring Break Dance Party at the Perry Public Library – March 13

Let's start Monday out right with a Kids' Spring Break Dance Party! Kids ages 4 to 10 are invited to get their groove on at a dance party on March 13 from 10:15 am to 11:00 am in the Library Community Room. This party will be filled with fun and silly music, crazy dancing, and glow sticks! Plus, a small snack will be provided.

#### Make Your Own Bouncy Ball for Tweens – March 13

Tweens in fourth through sixth grades are invited to visit the Perry Public Library Community Room on Monday, March 13, from 2:00 pm to 3:00 pm to make colorful and unique bouncy balls. Participants will learn how to make bouncy balls from molds in this cool activity and bring their creations home.

#### Family Game Time at the Perry Public Library – March 13

Make Monday night family night at the Perry Public Library on March 13. Join us for an all-ages Family Game Time from 4:00 pm to 6:00 pm in the Library Community Room. The Library has tons of board games and other activities to keep everyone entertained! Come try classic and new games with us and see which ones are a great fit for your family!

#### I Choose You! Pokemon Card Trading at the Perry Public Library – March 14

Calling all Pokemon collectors! Dust off those Pokemon cards and bring them to the Perry Public Library to trade with your friends on Tuesday, March 4, from 2:00 pm to 4:00 pm. Maybe you can find a real treasure! This activity is for any youth who collects Pokemon cards. We will also have coloring pages for younger kids. No game-playing please. If this event is popular enough, we will do another at a later date and possibly a tournament.

#### Teen Movie Night & Pizza Party – March 14

Hey teens! We've got pizza and a movie for you! Bring your friends and come hang out at the Perry Public Library on March 14 from 5:00 pm to 7:30 pm. This is a great opportunity to relax and enjoy good, free food, fun, and friends. Youth ages 12 to 18 are invited to participate in this event. Teen Movie Night and Pizza Party is part of our Destination: FUN! Spring Break @ the Perry Public Library, a week-long event bursting with activities for toddlers to teens. This event is free and no registration is required.

#### Vacation Storytime – March 15

What better time than Spring Break for a Vacation Storytime? Join Miss Laura on March 15 from 10:15 am to 11:00 am for a special storytime geared toward toddlers through age 7. We'll read books about going on vacation, sing songs, and do fun crafts related to travel. If we're lucky, Miss Laura might even introduce us to her stuffed animals from Scotland and Canada! This event is free and no registration is required.

#### Hometown Heritage at the Carnegie Library Presents: No Sew Fabric Dolls – March 15

Need something fun for the family to do over Spring Break? Then, come to the Carnegie Library Museum for this free craft event to learn to make no sew fabric dolls! All ages are welcome.

#### Kids' Movie and Snacks at the Library – March 16

Come see a free children's movie at the Perry Public Library on Thursday, March 16 from 1:00 pm to 2:30 pm in the Library Community Room. Enjoy an afternoon at the library with a good movie, friends, and snacks too! This event is free and no registration is required.

Hometown Heritage at the Carnegie Library Presents: Irish Tea – March 27

Come to the Carnegie for a special Irish-themed tea! We will be serving Irish tea, scone and corned beef tea sandwiches. Come out and enjoy this lovely event on March 27 from 4:30 pm to 5:30 pm. Space is limited. Tickets are \$15 can be purchased at the Carnegie Library or the Perry Public Library.

The next normally scheduled meeting is on Thursday, April 13, 2023, at 8 a.m. in the library's Community Room (aka the large meeting room). The public is always welcome.

Kendall Rathje moved to adjourn the meeting with Margaret Ruggle seconding the motion. MUC.  
Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

**Register Report**  
3/4/2023 through 4/4/2023

4/4/2023

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Date	Num	Description	Category	Amount
<b>BALANCE 3/3/2023</b>				<b>26,045.13</b>
3/6/2023	DEP	Deposit	Donation Income	73.00
3/13/2023	DEP	Deposit	Gifts And Memorials	0.40
3/20/2023	DEP	S Deposit	Room Maintenance	25.00
			Donation Income	1.85
3/27/2023	DEP	Deposit	Donation Income	14.70
4/3/2023	DEP	Deposit	Donation Income	5.50
4/3/2023	DEP	Deposit	PPLF	2,100.00
4/3/2023	6390	S Wells Fargo Visa	Materials:Adults	-206.87
			Materials:Videos	-17.99
			Materials:Adults	-35.81
			Materials:Children's Bo...	-38.88
			Materials:HotSpot	-217.45
			Materials:Spanish Lan...	-55.75
			Programming	-580.96
4/3/2023	6391	S Ingram Library Services	Materials:Adults	-888.23
			Materials:Adults	-264.18
			Materials:Children's Bo...	-562.74
			Materials:Replacements	-56.86
			Materials:Young Adult	-12.75
4/3/2023	6392	S Cengage Learning Inc ...	Materials:Large Print	-50.03
			Materials:Large Print	-53.23
			Materials:Large Print	-145.54
			Materials:Large Print	-50.03
4/3/2023	6393	S Midwest Tape , LLC	Materials:Videos	-24.99
			Materials:Videos	-34.99
4/3/2023	6394	Perry Chief	Materials:Subscriptions	-46.80
4/3/2023	6395	USA Today	Materials:Subscriptions	-398.62
4/3/2023	6396	Midwest Tape, LLC	Materials:Streaming	-902.57
4/3/2023	6397	S The Penworthy Compa...	Materials:Children's Bo...	-387.04
			Materials:Children's Bo...	-155.92
4/3/2023	6398	S Scholastic Library Publ...	Materials:Children's Bo...	-51.12
			Materials:Children's Bo...	-26.65
4/3/2023	6399	Books By The Bushel ...	Materials:Children's Bo...	-281.96
4/3/2023	6400	Baker & Taylor	Materials:Adults	-16.53
4/3/2023	6401	Perry Rotary Club	Membership Dues	-180.00
4/3/2023	6402	Friends Of The Grimes...	Materials:Adventure P...	-225.00
4/3/2023	6403	S Fareway	Programming	-127.72
			Programming	-4.50
			Milk And Eggs	-25.90
			Milk And Eggs	-23.90
			Milk And Eggs	-25.90
4/3/2023	6404	Raccoon Valley Radio	Marketing	-788.40
4/3/2023	6405	Iowa Radio Plus	Marketing	-80.88
4/3/2023	6406	City Of Perry	Credit Debit Card Rev...	-134.15
4/3/2023	6407	Perry Area Chamber O...	Programming	-160.00
4/3/2023	6408	Creative Product Sour...	Programming	-219.00
4/3/2023	6409	Misty VonBehren	Milk And Eggs	-49.35
4/3/2023	6410	S Laura Pieper	Outreach Mileage	-13.10
			Outreach Mileage	-11.46
			Mileage	-52.40

**Register Report**  
3/4/2023 through 4/4/2023

4/4/2023

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Date	Num	Description	Category	Amount
4/3/2023	6411	S Ethan Winey	Outreach Mileage	-183.40
			Outreach Mileage	-170.30
<b>3/4/2023 - 4/4/2023</b>				<b>-5,819.40</b>
<b>BALANCE 4/4/2023</b>				<b>20,225.73</b>
<b>TOTAL INFLOWS</b>				<b>2,220.45</b>
<b>TOTAL OUTFLOWS</b>				<b>-8,039.85</b>
<b>NET TOTAL</b>				<b>-5,819.40</b>

**Banking Summary**  
3/4/2023 through 4/4/2023

4/4/2023

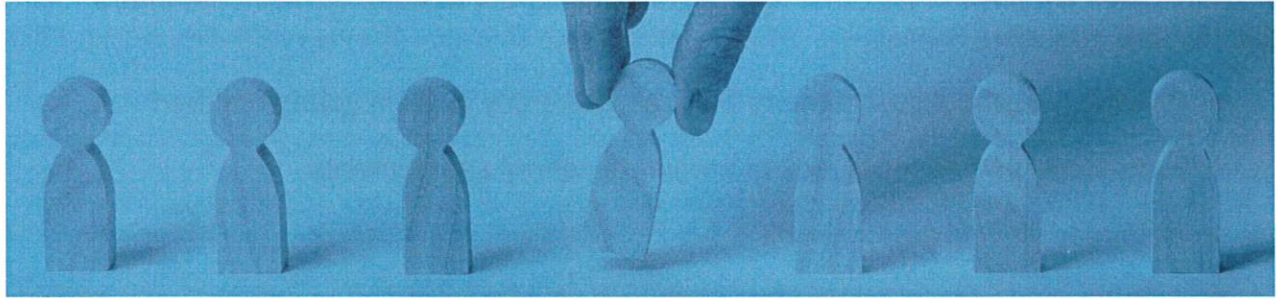
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Category	3/4/2023- 4/4/2023
<b>INCOME</b>	
Donation Income	95.05
Gifts And Memorials	0.40
PPLF	2,100.00
Room Maintenance	25.00
<b>TOTAL INCOME</b>	<b>2,220.45</b>
<b>EXPENSES</b>	
Credit Debit Card Revenue to City Hall	134.15
Marketing	869.28
Materials	
Adults	1,411.62
Adventure Pass	225.00
Children's Books	1,504.31
HotSpot	217.45
Large Print	298.83
Replacements	56.86
Spanish Language	55.75
Streaming	902.57
Subscriptions	445.42
Videos	77.97
Young Adult	12.75
<b>TOTAL Materials</b>	<b>5,208.53</b>
Membership Dues	180.00
Mileage	52.40
Milk And Eggs	125.05
Outreach Mileage	378.26
Programming	1,092.18
<b>TOTAL EXPENSES</b>	<b>8,039.85</b>
<b>OVERALL TOTAL</b>	<b>-5,819.40</b>

**City of Perry**  
**Perry Public Library and Hometown Heritage at the Carnegie Library Museum**  
**Fund Status Report**  
**April 4, 2023**

Account Number	Account Title	Total Budget	YTD EXPD	YTD Balance	Pct EXPD
<b>General Fund</b>					
001-410-6010	WAGES	\$212,397.00	\$168,420.02	\$43,976.98	79%
001-410-6020	WAGES - PT	\$61,000.00	\$45,902.31	\$15,097.69	75%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$980.11	\$19.89	98%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$680.29	\$319.71	68%
001-410-6371	UTILITIES	\$32,000.00	\$22,488.39	\$9,511.61	70%
001-410-6373	TELEPHONE	\$4,500.00	\$2,878.99	\$1,621.01	64%
001-410-6408	INSURANCE TORT/GENERAL	\$7,994.00	\$0.00	\$7,994.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$11,673.30	\$4,326.70	73%
001-410-6490	CONSULTANT & PROFESSIONAL	\$10,000.00	\$5,644.26	\$4,355.74	56%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$3,855.36	\$1,144.64	77%
001-410-6508	POSTAGE & SHIPPING	\$1,000.00	\$461.41	\$538.59	46%
<b>Benefit Fund</b>					
112-410-6110	SOCIAL SECURITY	\$20,217.00	\$15,498.47	\$4,718.53	77%
112-410-6130	IPERS	\$25,811.00	\$18,386.98	\$7,424.02	71%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$74,415.00	\$59,034.08	\$15,380.92	79%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,249.00	\$955.50	\$293.50	77%
112-410-6160	WORKERS COMPENSATION	\$534.00	\$439.13	\$94.87	82%
<b>Capital Fund</b>					
121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$20,090.00	\$17,257.53	\$2,832.47	86%
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$13,086.00	\$11,860.71	\$1,225.29	91%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$42,127.22	(\$2,127.22)	105%
122-410-6750	CAPITAL/BUILDING	\$35,150.00	\$28,867.92	\$6,282.08	82%
122-410-6751	CAPITAL BLDG/CARNEGIE LIBRARY	\$0.00	\$58,559.00	(\$58,559.00)	0%
<b>Gift Fund</b>					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$7,009.53	\$37,990.47	16%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$1,096.10	\$24,103.90	4%
<b>HH at CLM Fund</b>					
178-410-6020	WAGES - PART TIME	\$25,694.00	\$17,338.09	\$8,355.91	67%
178-410-6110	FICA	\$1,966.00	\$1,326.33	\$639.67	67%
178-410-6130	IPERS	\$2,426.00	\$1,390.71	\$1,035.29	57%
178-410-6310	BUILDING REPAIR/MAINT	\$3,000.00	\$15,448.28	(\$12,448.28)	515%
178-410-6371	UTILITIES	\$7,000.00	\$4,859.02	\$2,140.98	69%
178-410-6373	TELEPHONE/COMMUNICATIONS	\$1,600.00	\$897.00	\$703.00	56%
178-410-6408	INSURANCE	\$5,883.00	\$0.00	\$5,883.00	0%
<b>LIBRARY TOTAL</b>		<b>\$700,212.00</b>	<b>\$565,336.04</b>	<b>\$134,875.96</b>	<b>81%</b>





## Chapter 4: Hiring a Library Director

Your job as a library board member is to make sure the library is well managed. To do that, the board hires a qualified director to manage the day-to-day operations of the library. Before hiring a library director, the entire board should have a good grasp of the work that public library directors do. Your library director is the department head of a city service who has many responsibilities.

### What Do Public Library Directors Do?

- ❖ Act as a professional and technical advisor to the library board of trustees on policy, finances, planning, library performance, laws affecting libraries
- ❖ Hire and supervise staff
- ❖ Implement and interpret board policy to staff and the public
- ❖ Administer the library budget
- ❖ Develop the collection (“collection” is everything the library has on hand for its customers: books, DVDs, CDs, magazines, newspapers, subscriptions to electronic resources, puppets and more)
- ❖ Manage library services and programming
- ❖ Supervise outreach services to the community
- ❖ Manage and maintain the physical facility, computer technology, the library’s automation system, and other equipment
- ❖ Represent the library in the community by promoting its services and programs
- ❖ Instruct users how to access, evaluate, and use information resources

As you can see by the list of responsibilities, hiring a library director is one of the most important duties of the library board.

In small cities with few or no other library staff, the library director serves customers directly and may also:

- ❖ Provide preschool story time to build early literacy skills in young children
- ❖ Help students find resources to complete school assignments
- ❖ Help readers find a good book
- ❖ Answer reference questions from patrons
- ❖ And yes... check out books!

To ensure that the most qualified candidate is hired, it is critical that the library board follow standard hiring procedures as outlined on the following pages.

### **Conduct a Preliminary Assessment**

The board must reach consensus on what they want a new director to accomplish and what qualifications are needed in a director for the library at this point in time. In order to do this, the board needs to discuss the following questions:

- ❖ What is the role of the library in the community?
- ❖ Have community needs changed? Has the library kept pace?
- ❖ What direction does the library need to go?
- ❖ What qualifications are needed in the next director?
- ❖ What is the reason for the job opening?
- ❖ Was the previous director dissatisfied? Why?
- ❖ Was the board dissatisfied with the previous director? Why?

### **Develop a Timeline**

A timeline should be established to include the following tasks:

- ❖ Appointing the search committee (should be less than a quorum).
- ❖ Reviewing the current job description and updating if necessary.
- ❖ Writing the job advertisement and sending it through various communication channels (library website, city website, local / area newspapers, State Library Job List posting, etc).
- ❖ Determining the deadline for applications.

- ❖ Reviewing the applications and deciding on persons to interview.
- ❖ Determining interview schedule and questions.
- ❖ Determining the time needed for the board to make a decision and offer the job to the candidate.
- ❖ Determining the timeframe for the candidate to respond.

### **Set up the Search Committee**

The board as a whole can function as the search committee. An alternative is to form a committee of board members and staff to review the applications and recommend candidates for the board to interview. If the board decides to appoint a subcommittee, the subcommittee must meet in open sessions as long as it is doing deliberative work. If a search committee is appointed, be sure the duties of the committee and the deadlines are clear.

Applications for public positions are confidential documents under **Iowa Code 22.7(18)**, so protect applicants' identities by referring to them as "Candidate A, Candidate B," etc. during this stage of the process in open meetings. Deciding whether or not a subcommittee meeting has to be an open meeting is complicated and often turns on the specific facts of a particular meeting, refer to the **Iowa Public Information Board** (515-725-1781) with questions.

### **Review and Update the Job Description**

The job description should indicate the minimum requirements for education and work experience. The job description should also include any desirable areas of expertise and technology competencies (online learning experience, website experience, social media use, etc.). All minimum requirements and desirable qualifications must be job related and should be delineated as required vs. preferred. The board should not hire a person with less than the minimum requirements.

Obtain a copy of the current job description from the current library director, the acting director, or the city. (If no written job description exists, the board will need to write one before continuing with the hiring process.) Review it to ensure that it meets current requirements including:

- ❖ Minimum requirement for education and previous work experience
- ❖ Primary management duties
- ❖ Desirable areas of expertise including technology skills
- ❖ Salary and benefits

- ❖ Probationary period
- ❖ Physical and environmental requirements of the job

## Determine Salary and Benefits

The first step in achieving pay commensurate with the work performed, referred to as “pay equity,” is to understand the job duties and responsibilities. It may help to re-read the list at the beginning of this chapter titled “What Do Public Library Directors Do?”

In small towns, the library director’s position might be comparable to the city clerk. In larger cities, the library director’s job will compare more favorably with another city department head. Another valid job comparison to make is to compare the education requirements and job responsibilities of the library director with that of school district personnel or county government workers.

Too often the work of library directors and staff is not well understood, too often undervalued and unfairly compensated for the complex level of management expectations. In other words, many library directors (and staff) receive lower pay than other city employees who do comparable work, who also supervise staff, and who also have considerable management duties and education requirements.

A caution: library boards and directors often ask about salaries of directors in nearby towns of similar size. While that can be useful information, it should not be the sole basis for making decisions on library director and staff salaries. The reason is that low pay is a common fact among library employees. So comparing to other libraries’ salary scales often results in comparing to equally low salaries that don’t adequately compensate for the work performed.

## Advertise the Position

The job description should be used to write the job advertisement; in turn, the advertisement should be as comprehensive as possible. Provide a fair summary of the position, the required education, experience, and skills needed, and the desirable areas of expertise and work experience. Include the salary range and benefits, a brief description of the library and community, where to send applications, and application deadline. Request a resume and professional references.

Integral to providing equal employment opportunities is a practice of openly advertising all available positions. Many city governments have policies regarding how city employment must be advertised so that all applicable laws are being followed. The city might also require consistent employment applications for city jobs. If your city has a human resources department, check there first before placing ads, or check with city hall.

While there is no state statute or regulation that explicitly mandates such advertising, the

“veterans’ preference” law in **Iowa Code 35C.1** requires cities to post a public notice of the application deadline to fill a public job at least ten days prior to that deadline. The spirit of the “veterans’ preference” law ensures that everyone has an equal opportunity to work for the government; that the best candidates have been sought for all public positions; that only the most qualified people work at all levels of government; and that when applicant qualifications are equal in every other way, veterans are the preferred candidates.

The job advertisement should be publicized widely. If the library board is considering hiring a director with a master’s degree in Library Science, then notify library schools or purchase an online ad through the American Library Association. If you decide to place print ads in professional journals such as *American Libraries* and *Library Journal*, check publication deadlines and see how those deadlines fit within your timeline. In addition to advertising in local newspapers, you are welcome to send your notice to the **State Library Job List** to be posted at no cost.

### **Review the Applications**

Many times, the city will receive the applications to ensure all requirements are complete, then send the applications to the library board. If your city has an HR department, use them to ensure all laws are followed. As applications arrive, each should be marked with the date of arrival to determine whether it falls within your timeline. Before applications are reviewed, evaluation criteria should be developed and used to rank them. It is helpful to develop a form that can be used by each member of the search committee; the form ensures a consistent screening and an easy way to compare each applicant’s qualifications to the requirements of the position.

The board must discuss applications in open session when determining which candidates will be contacted for an interview. Once the board has chosen which applicants will be interviewed, each of those candidates should be notified that they are a finalist and that the list of finalists may (or will, depending upon the particular city’s practice) become public. Some candidates may opt to drop out if they feel that their present jobs or working relationships would be compromised or endangered once their applications for different jobs become public. If a candidate agrees to be interviewed, again confirm whether a closed interview is required by law.

### **Interview Process**

Interviews should be conducted in “stand alone” sessions—not regular board meetings—in which the interviews are the only business before the board. If an interview is conducted during a closed session in accordance with **Iowa Code 21.5**, be sure the board follows the laws in subsections 2, 3, 4 and 5, especially those pertaining to recording and documenting the closed session.

Prior to the interviews, the search committee should provide all candidates an

information packet that could include but is not limited to: the library mission statement; planning document; recent budgets; community demographics; employers, shopping, schools, churches, recreation, higher education, and any other information that will inform candidates about the library and community.

Develop a list of questions to be asked of every candidate interviewed. And be sure to apply the questions consistently, even if the interview team is familiar with the candidates. Typical questions to cover in the interviews are questions about the candidate's prior management experience, their library service philosophy, their staff supervision experience, their technology competencies, etc. Check with your city to see if there are any required questions for city employment. **NOTE:** It is illegal to ask certain questions of candidates, such as marital status, age, family plans, etc. For more about interviewing see [Iowa Workforce Development's Successful Interviewing Guide](#).

As part of the interview, arrange a tour of the library, a meeting with staff, and an opportunity for the candidate to learn about the community.

### Evaluate the Candidates

During the interview process, it's helpful to use your page of interview questions to record candidate responses and search committee impressions. Once all of the finalists have been interviewed, the search committee can then compare their notes, discussing and ranking the finalists. Some qualifications to consider in ranking candidates are:

- ❖ Library service attitude and philosophy; enthusiasm for librarianship
- ❖ Knowledge of foundational library principles such as intellectual freedom, patron privacy, etc.
- ❖ Knowledge of current library trends and literature
- ❖ Direct yet thorough responses to questions
- ❖ Evidence that the applicant has done some research for the position
- ❖ Ability to explain how their experience and talent can be used as library director
- ❖ Understanding the role of trustees; successful record of working with boards and community leaders
- ❖ Successful record of staff supervision
- ❖ Comfort level with technology, automation systems, online learning, social media, etc.
- ❖ Experience being involved in the community and comfort level with public relations
- ❖ Commitment to continuing education for self; support of continuing education for

staff and board

Check references before offering the position to a candidate. When calling references, agreed-upon questions should be asked with space on the questionnaire to record responses. The search committee may want to seek out references other than those provided by the applicants. Be aware: some employers will only verify such things as dates of employment and last salary earned.

### **Make the Hiring Decision**

Finally, decide if one or more of the candidates should be offered the job or if the search needs to be reopened. The top candidate should be offered the position by telephone. When a candidate accepts the position, follow up with a letter of agreement indicating date employment begins, salary, benefits, etc. The board may want to consider a formal employment contract. Soon after the job offer has been accepted, notify the other candidates.

For further information and to follow all applicable hiring laws, refer to the [Legal & Library Law](#) webpage on the State Library website.



## JOB DESCRIPTION

**Title:** Library Director

**Departments:** Perry Public Library and Hometown Heritage at the Carnegie Library Museum

**Reports To:** Library Board of Trustees, Hometown Heritage Board, and City Administrator

**Supervises:** All PPL and HH@CLM employees

**FLSA:** Exempt

**Date:** February 2023

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### SUMMARY

Assumes responsibility for the total library and museum program at the Perry Public Library (hereafter PPL) and Hometown Heritage at the Carnegie Library Museum (hereafter HH@CLM), handling administrative duties including overall strategic plan, objectives, goals, and policies. Supervises personnel. Prepares and manages budgets. Coordinates public relations program and prepares reports for Library Board of Trustees, Hometown Heritage Board, the City of Perry, and State of Iowa.

The ideal employee should:

- Be passionate about the role of public libraries as essential community hubs, as centers of learning and interpersonal connection, as transformative institutions which foster resilience and innovation.
- Enjoy working closely with adults, teens, children, and families with imagination, confidence, and enthusiasm.
- Be welcoming, engaged, collaborative, imaginative, curious, flexible, and enthusiastic disposition; receptive and responsive to constructive feedback.
- Be successful in cultivating positive, collaborative relationships with supervisors, co-workers, Library Trustees, Hometown Heritage Board, patrons, volunteers, and organizations.
- Be resourceful and self-directed.
- Be proactive and adept at anticipating organizational needs.
- Have the capacity to multi-task and prioritize competing demands while remaining professional, positive, and service-oriented.
- Maintain high standards for personal integrity and adheres to best practices for the profession.



## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Initiates, develops, and implements PPL and HH@CLM services and programs.
2. Maintains Library Gift Fund.
3. Hires, trains, manages, and evaluates staff of PPL and HH.
4. Maintains library collection of books, serial publications, documents, audiovisual, virtual, streaming, and other materials at the PPL and HH.
5. Oversees selection, ordering, and classifying of library materials.
6. Furnishes information on activities, facilities, rules, and services: PPL and HH
7. Prepares monthly and annual reports pertinent to the PPL and HH.
8. Initiates and implements a staff development plan: PPL and HH.
9. Supervises public relations efforts: PPL and HH.
10. Represents PPL and HH at city, county, regional, and state meetings.
11. Analyzes and determines needed reference sources: PPL and HH.
12. Acts as Library Board secretary.
13. Formulates goals, collects, and interprets statistics, and investigates new trends and developments in the library profession.
14. Prepares budget for PPL and employee budget for HH.
15. Builds and maintains active community partnerships for PPL and HH.
16. Plans and directs special projects involving library promotion and outreach activities for both PPL and HH.
17. Supervises maintenance of facility: PPL and CLM.
18. Oversees administrative matters: PPL and HH.
19. Negotiates contracts for services, materials, and equipment.
20. Analyzes and plans for future information needs: PPL and HH.
21. Initiates research of new technologies and oversees maintenance of existing computer network: PPL and HH.
22. Oversees management of library and HH automation software.
23. Coordinates activities of Friends of the Perry Public Library organization.
24. Oversee volunteer program at HH.

### **Customer Service:**

Ensuring that visitors have a positive experience is the top priority for every staff member. All staff are expected to provide exemplary service to patrons of all ages.

- Maintain an inviting, attractive, safe, and comfortable environment at PPL and HH@CLM.
- Provide Readers' Advisory.
- Check materials out to patrons, check in returns.
- Assist with Interlibrary Loan requests and shipments.
- Monitor email and reply promptly to questions and requests.
- Register and welcome new members.
- Manage use of public computers in the Library.
- Assist patrons with the Library's online catalog and digital collections.

#### Collection Development:

Oversees the maintenance of collections to meet the needs of adults, children, families, and teachers.

- Research, evaluate, select, and place orders for Adult, Children's, Tween, and Young Adult materials.
- Ensure the collection is current, relevant, appealing, diverse, and inclusive.
- Oversees the evaluation and deaccession items in the Library regularly and as needed.
- Assist with processing of materials as needed.
- Oversees periodic collection inventories.

#### Events and Promotion:

The Deputy Library Director works closely with the Library

Director to plan and promote and host public events that meet the needs and interests of children and families.

- Promotes a robust Summer Library Program for Adults, Teens, and children every year.
- Provides timely information to website manager for publicity purposes, including e-newsletter.
- Oversees the maintenance of event attendance records for statistical reports.

#### Community Outreach:

- Represent the library at community events to encourage library membership and to promote library services.
- Collaborate with local schools, childcare providers, homeschool associations, City of Perry departments, nonprofits, and service organizations to promote, and encourage PPL and HH@CLM use and participation in programs.
- Host presentations about PPL and HH@CLM resources for teachers, school groups, service organizations, and others.

#### Administrative:

- Know, follow, and enforce all Library policies, plans, and procedures.
- Prepare monthly Statistic Report for monthly Board Meetings.
- Participate in long-range planning activities and work to meet strategic goals.
- Prepare accurate and timely event participation statistics and report details as needed or requested.
- Participate in preparing annual budget.
- Serve on or advise committees as PPL and/or HH@CLM representative.
- Actively participate in the development and implementation of fundraising activities and initiatives.
- Pursue funding opportunities such as grants and sponsorships for programs and collections.

#### Professional Development:

- Attend staff meetings prepared to participate in problem solving discussions and to contribute ideas.
- Remain apprised of best practices for the profession.
- Participate in professional webinars, classes, conferences, and workshops.
- Stay abreast of recommendations and resources from the State Library of Iowa.
- Remain aware of emerging technologies.

Other:

- Perform other duties as needed or assigned.
- Ability to adapt work schedule to cover for ill, vacationing, or otherwise unavailable colleagues is expected.
- Active participation in the Friends of the Perry Public Library fundraisers.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Bachelor's degree in any discipline and an Iowa Certificate of Public Library Management obtained either before or within first two years of employment.

Two years previous experience working in a library.

Previous supervisory experience.

Qualifications:

- Exceptional verbal and written communication skills; ability to speak and write compellingly about the Library's mission and its essential place within our community.
- Expert knowledge of adult, children's, and young adult literature.
- Ability to work flexible hours, remotely, and offsite when necessary.
- Proficient with Microsoft Office and Google Suite.
- Familiarity with library management systems, especially Atrium – Book Systems.
- Adept with current and curious about emerging computer technology.
- Familiarity with Canva and principles of good graphic design strongly preferred.

## **PREFERRED TRAINING AND QUALIFICATIONS**

- Master's Degree in Library and Information Science / Studies strongly preferred.
- Two years of experience in a managerial position.
- Knowledge of Spanish.

## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements**

The work is performed in an office environment, and in common spaces open to the public. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent need to see, walk, sit, stand, talk, and hear.
- Occasional need to bend, stoop, kneel, and crouch.
- Dexterity to perform data entry on a computer, laptop, iPad, or other electronic device.
- Visual acuity sufficient to read print in 8-point font. Ability to view computer screens and work with details for extended periods of time.
- Hearing at or correctable to normal ranges.
- Ability to communicate effectively with members of the public and co-workers.
- Physical dexterity to reach shelves of various heights, push full book carts.
- Ability to exert up to 50 pounds of force occasionally and/ or up to 20 pounds of force frequently, and/or exert up to 10 pounds of force constantly to move objects.
- Ability to lift 10 pounds frequently. May need to re-shelve, read and retrieve materials at floor level and overhead.
- Ability to comply with health and safety guidelines.
- Ability to complete work while wearing a surgical grade mask.

Please note: this job description describes the general nature, tasks, responsibilities, and level of work to be performed; it is not meant to be an all- inclusive list of every responsibility, duty, and skill required for the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Cognitive Demands**

Ability to maintain records and prepare reports, secure prices and information on projects, services and products. Ability to maintain contact with other community agencies and city departments to be aware of services, and cooperate as needed to accomplish goals and to create harmony. Ability to answer inquiries from the public on services. Be able to maintain an ongoing relationship with outside agencies. Prepare and submit annual budget information and monitor same. Supervise areas as needed.

### **Language Ability and Interpersonal Communications**

Abilities in: understanding and following oral and written instruction; supervising work of subordinate staff. Effective oral and written communication; establishing and maintaining effective and cooperative relationships with staff and general public; maintaining records and

preparing reports; hiring with approval and evaluating personnel; recommending and enforcing disciplinary actions; maintaining and supplying equipment and facilities.

This Job Description in no way states or implies that the description includes every duty to be performed by the employee occupying the position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the Library Director.

The Library reserves the right to change or reassign job duties or combine positions at any time.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

The City of Perry is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

## 1. Library Cards

❖ Any resident of Perry, resident in the unincorporated areas of Dallas County, resident in cities contracting with the Perry Public Library, and resident in any community participating in Iowa's Open Access program may obtain a library card free of charge with satisfactory proof of residence and additional I.D. A valid library card is required for borrowing purposes.

❖ To obtain a valid library card, an eligible borrower fills out an application form whereby they agree to obey all rules and regulations of the Library. The application includes:

- a full written signature
- permanent home address
- driver's license number or governmental ID number
- birth date
- telephone number

❖ You are required to furnish one form of photo identification and one form of proof of residential address to validate application information. **If their current Driver's License has a photo and their current address, then one form of ID is acceptable.**

❖ Documents accepted (but not limited to) by the Perry Public Library to verify Photo Identification:

Driver's license	Passport
Government issued ID	Military ID
School ID card	Work ID/nametag

❖ Documents accepted (but not limited to) by the Perry Public Library to verify a Current Correct Residential Address:

❖ USPS Mail with your name and address postmarked during the current month or previous month.

OR

❖ Statements dated during the current month or previous month from the following list:

Bank statement	Telephone bill
Lease agreement	Water bill
Utility bill	

❖ Children under the age of 14 must have a parent or guardian sign their application card with acceptable identification for the parent or guardian. Parents and legal guardians are responsible for determining when a library card should be provided to their children.

- ❖ Minor children ages 14 or older may obtain a library card provided they have acceptable identification. This card can only check out Dvds with a G-rating only.
- ❖ Library cards are issued with the expectation that the recipient will be financially responsible for all charges he or she incurs. In the case of minor children, the parent or legal guardian shall be held responsible. Borrowing privileges will be suspended in any situation where a patron is unwilling or unable to accept this responsibility.
- ❖ To check out library materials, patrons must present their library card, a valid photo I.D. or confirm registration information. In addition, patrons may have their photos taken and placed on their account for quick identification to checkout.
- ❖ Each patron is responsible for library material checked out with their library card.
- ❖ After a patron receives their library card, they will have probationary period of 60 days where they may check out two (2) print materials and two (2) audio-visual library materials.
- ❖ Library cards are issued for one year. At the end of the year, the card may be renewed after registration information is verified.

## Board Overview

	FY 2021-2022	FY 2022-2023 Year to Date	Fiscal Year % Change	Mar.	FY21-22 Mar.	FY 20-21 MAR	FY 19-20 MAR
<b>Volumes Held at Start of Period</b>	106,485	108,296	1.70%	108,296	108,025	105,911	111,692
Electronic Music Circulation	392	137	-53.40%	22	42	29	17
Electronic Audiobook Circulation	2,959	2,349	5.85%	244	235	245	189
Electronic Book Circulation	4,280	2,432	-24.24%	258	419	271	277
Electronic Video Circulation	714	554	3%	61	45	18	104
Electronic Magazine Circulation	318	277	16%	25	0		
<b>Total Circulation</b>	67,196	52,915	5.00%	6,601	6,478	5,012	6,509
<b>Number of Borrowers at End of Period</b>	5,650	5,908	4.57%	5,908	5,538	5,204	5,164
PPL Door Count	49,678	44,275	18.83%	5,853	4,437	1,647	3,572
HH & Carnegie Door Count	601	2,931	550.25%	186	146		
<b>Library Visits</b>	50,279	47,206	25.18%	6,039	4,583	1,647	3,572
<b>Total Number of Reference Questions</b>	4,004	3,177	5.79%	344	386	206	230
<b>Total Number of Programs</b>	452	500	47.49%	69	36	19	37
<b>Total Number Attending Programs</b>	10,583	11,352	43.02%	1,416	535	191	440
<b>Annual Meeting Room Use</b>	172	153	18.60%	46	22	3	18
<b>Public Computer Usage</b>	11,545	13,290	53.49%	1,690	1,336	543	659
<b>Wireless Computer Usage</b>	7,286	9,979	82.62%	1,302	806	279	210
<b>Pages Viewed Online Catalog</b>	6,366	607	-87.29%	185	451	1,287	3,568
<b>Unique Visitors to Online Catalog</b>	1,098	264	-67.94%	56	94	158	814
<b>Wowbrary users</b>	2,190	2,116	-3.38%	2,116	2,221	2,160	1,649
<b>Wowbrary pages viewed</b>	8,645	2,395	-63.06%	443	210	1,249	503
<b>Wowbrary Click-Thru to Catalog</b>	1,540	750	-35.06%	124	52	184	120
<b>Hotspot Pending Reserves First of Month</b>				4	0		
<b>Hotspot Total Checkouts (Weekly)</b>				15	24		
<b>Reserved Hotspot Total Checkouts (Daily)</b>				5	0		



**Review of statistics**

The Library East Entrance Door is fixed. A new door opener operator was installed and is now working as it should!

The Library's upper story is painted and the ceiling is the only part of the project left to do. The painters are looking for a lift that can go higher than 32 feet. This fiscal year's lighting project is done and we received a quote for the lights that are left to be converted for next fiscal year. These are the last two capital projects for this fiscal year.

We received notification that the Perry Public Library is going to receive a Dallas County Foundation grant for \$9,770. The balance of the cost of the new seating was put into the Library Capital requests for FY 2023-2024. The 2023 Annual Grant Awards Ceremony Reception is at the Redfield Legion Hall, 1116 Thomas Street, Redfield, IA 50233 - on **April 25 from 5-6 pm**. The chairs that are being replaced are 17 years old and have fabric upholstered. They will be replaced with high-end vinyl (leather look) that can be wiped down.

The Beam Projector is here and is waiting to be installed. From their website, "BEAM is an interactive projector game system that makes entertainment lively, hygienic, educational, and above all, a ton of fun. The large screen created by the interactive floor projector provides endless opportunities for exercise and vigorous physical activity. The play platform offers a varied range of motion-activated games that engage the whole body. The activities provided by the floor projector are meant to be shared by kids and people of all ages. Most games are inherently social, allowing two or more players to interact with the projection and each other in exciting and fun ways. The interactive floor projector is a hassle-free way to entertain -- all you need is a flat surface and some motivated players! There are no toys to wash, no boards to fold up, no balls to clean, no rackets or bats that can hit other players."

A Bock grant was submitted requesting \$2,000 to help with funding KidsFest 2023. The event has been planned and all vendors have been contracted. Tyson Fresh Meats will be donating the pork loins, Hy-Vee will donate all the hamburger and hot dog buns, Fareway will be donating bottles of water. It is scheduled for June 3, 2023, from 10:30 am to 1:30 pm.

An IDPH Community Grant was approved for the following projects:

ISU Extension and Outreach Classes - Children's Garden with raised beds - \$600 (Library)

ISU Extension and Outreach Classes - Raised Beds and Growing Vegetables - \$700 (Library)

Beam Projector - \$8,500 (Library)

Bottle Filler Stations - \$8,000 (Parks and Recreation)

Walking Club - \$3,000 (Library and Parks and Recreation)

Healthy Eating Cooking Demos & Taste Testing (Fresh Conversations and PACES Outreach) - \$4,200 (Library and PACES)

Perry Rotary Inclusive Playground - \$5,000 (Perry Rotary)

For a total of \$30,000 in Calendar Year 2023 Funding.

An Iowa STEM grant application was filled out and submitted on February 28, 2023 for STEM components (an \$8,500 value) to be used in STEM programming. We received notification on Friday,

a tasty recipe on Wednesday, April 5 from 12:30 pm to 1:30 pm in the Perry Public Library Community Room.

Never Too Old for YA Book Club: *Turtles All the Way Down* by John Green – April 5

Adults and teens are invited to join our Never Too Old for YA (Young Adult) Book Club to discuss *Turtles All the Way Down* by John Green. The author, perhaps best known for *The Fault in Our Stars*, tackles the heavy topic of mental illness with humor and warmth. The club will meet at 6:00 pm, on Wednesday, April 5, in the Library Community Room.

Poetry Fun for Featuring the Works of Shel Silverstein – April 5

Join us on Wednesday, April 5 from 3:00 pm to 4:00 pm for some fun with Shel Silverstein poetry!

Elementary students are invited to come enjoy some silly, wacky poems filled with tongue-twisters and spoonisms. Miss Laura will read some of her favorites, including tongue-twisters from *Runny Babbit*.

Participants will also learn how Silverstein uses "spoonisms" to create the silly language in this book, and will get to try their own hand at making "spoonism" poems.

Chess at the Library – April 6, 13, 20, 27

Local Chess Instructor David Oliveira is partnering with the Perry Public Library to teach, mentor, and play chess with players of all ages and experience levels. Whether you are new to chess or looking for a challenging game, mark your Thursday evenings in April for Chess Instruction and Walk-in at the Library. Students, grades K-12, will meet from 4:30 to 5:30 pm, in the library Board Room. Chess players of all ages are then welcome to meet from 5:30 to 7:30 pm, also in the Board Room, for instruction or competition. David Oliveira leads the group meetings and also offers chess instruction by individual appointments as part of the library program.

Toddler Time Storytime – April 4, 11, 18, 25

Come make some music with Miss. Laura at Toddler Storytime this month in the Library Community Room on Tuesdays from 10:15 am to 11:15 am. This fun activity time for toddlers, ages 18 months to age 3, and their caregivers involves sensory plays, felt boards, and songs, with a special focus on music. Let's Make Some Music! Storytime will incorporate basic instruments, sing-alongs, and dancing into our early literacy programming.

Quarterly Classics Book Club: *1984* by George Orwell – April 11

All are invited to join the Quarterly Classics Book Club for discussions of traditional and modern classics. The Quarterly Classics Book Club will meet Tuesday, April 11 to discuss *1984* by George Orwell at the Carnegie Library Museum from 7:00 pm to 8:30 pm. Anyone interested may join the group at any time, but registration is required. Books are available at the library for registrants for a small fee.

Wow! Wednesdays – K through 2<sup>nd</sup> grades – April 12

The Perry Public Library STEM fun continues in April at WOW! Wednesdays, scheduled for April 12 (k-2 grades) and April 19 (3-5 grades) from 3:00 pm to 4:00 pm. This exciting program engages elementary-aged kids in creative, hands-on activities and games. Kindergarteners through second graders meet on the second Wednesday of each month from 3:00 pm to 4:00 pm.

Fun with Fours and Fives Storytime – April 5, 12, 19, 26

Preschools and their caregivers are invited to join Miss. Laura at the Perry Public Library in April for the Fun with Fours and Fives Storytime. Our newest Storytime will be all about music, incorporating basic instruments, sing-a-longs, and dancing. This early literacy program includes a book and interaction with

**Found Poetry for Tweens – April 26**

Tweens in 3rd through 6th grade are invited to learn the art of "found" poetry using words clipped from magazines. Participants will create collages of words and phrases and glue them together to "find" their poems.

**Brenton Arboretum Trees for Bees Program – April 27**

Brenton Arboretum will join us during National Library Week to help us understand that "there's more to the story" when it comes to bees. Join Executive Director Melissa Burdick on April 27 from 1:00 pm to 2:00 pm in the Library Community for an engaging, informative presentation. Lots of people know about the importance of flowering annuals and perennials to honey bees and native pollinators, but did you know that trees play an important role in supporting these vital insects? In this program, Burdick will review a broad selection of trees that bees love and are beautifully suited to Midwest landscapes.

**Craft Club: Paint Your Own Pot, Plant Your Own Succulent – May 1**

Craft Club meets on Monday, May 1 from 6:00 pm to 8:00 pm in the Library Community Room. Participants will paint mini pots and plant succulents. All are welcome, but space is limited and registration is required. A \$5 fee materials fee is due at the time of registration to reserve your spot. Please register by Monday, April 24<sup>th</sup>. For questions, call 515-465-3569. To register, visit the library.

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An Iowa STEM grant application was filled out and submitted on February 28, 2023 for STEM components (an \$8,500 value) to be used in STEM programming. We received notification on Friday,

April 7<sup>th</sup> that we will receive this supply of STEM components in the Fall of 2023. However, the letter stated that full funding also depends on State of Iowa funding of the program.

The new board book browsing bin was delivered Wednesday, April 5 and placed in the Toddler section of the library. The browsing bin is a memorial donation to the library in memory of Darlene Myers by her family.

'National Library Week 2023, April 23-29, will be celebrated with the theme "There's More to the Story." Libraries are full of stories in a variety of formats from picture books to large print, audiobooks to ebooks, and more. But there's so much more to the story. Libraries of Things lend items like museum passes, games, musical instruments, and tools. Library programming brings communities together for entertainment, education, and connection through book clubs, storytimes, movie nights, crafting classes, and lectures. Library infrastructure advances communities, providing internet and technology access, literacy skills, and support for businesses, job seekers, and entrepreneurs. National Library Week 2023 will be a great time to tell your library's multi-faceted story.' ALA Website

Programming: Perry Public Library and Hometown Heritage at the Carnegie Library Museum Events

Saturday Crafternoons – April 1

Are you looking for a quiet, community space to craft? Then, we have the perfect Saturday event for you! The Perry Public Library welcomes crafters and do-it-yourselfers to our dedicated makerspace the first Saturday of each month. You bring your ideas and supplies and we'll supply the crafting space. Saturday Crafternoons last from 12:00 pm to 4:30 pm in the Library Community Room and offer a free community space to work on projects in a comfortable environment.

Hometown Heritage at the Carnegie Library Presents: Perry's Downtown Fire History – April 2

Join the Perry Iowa Historical Society as they present the destruction and rebuilding that has happened in downtown Perry from Otley to Bateman as a result of fire. They will show the resilience of Perry through an extensive personal collection of pictures and stories. Pictures span a time period from 1989 to 2020 and offer an engaging visual history of Perry. This event is free and open to the public. It will be held at the Carnegie Library Museum on Sunday, April 2 from 1:30 p.m. to 2:30 pm. For questions, please contact the Carnegie Library Museum at 515-465-7713 or visit [www.perry.lib.ia.us](http://www.perry.lib.ia.us).

April's Grab and Go Adult Craft is a lovely way to welcome in Spring! These beautiful hanging floral decorations make a stunning addition to your home, office, or event. Beginning April 1<sup>st</sup>, adult patrons can bring home a Free DIY Floral Kissing Balls Craft Kit from the Perry Public Library. This craft kit includes materials and instructions for making one kissing ball decoration of your own.

Kids looking for a creative project to enjoy at home can come into the Perry Public Library in April to grab a Free DIY Kit. The kit includes material and instructions to create your own DIY project! This April Craft is free, courtesy of the Perry Public Library, and available while supplies last.

April Fresh Conversations with Aging Resources of Central Iowa: Fiber – April 5

Fresh Conversations is a free nutrition and physical education program for ages 60+. The program offers practical tips and sensible solutions to everyday problems that get in the way of doing what most people want to do: eat well and live well! Fresh Conversations is also an opportunity to connect with other adults for a friendly group discussion. We will meet in April to discuss the health benefits of fiber and try

a tasty recipe on Wednesday, April 5 from 12:30 pm to 1:30 pm in the Perry Public Library Community Room.

Never Too Old for YA Book Club: *Turtles All the Way Down* by John Green – April 5

Adults and teens are invited to join our Never Too Old for YA (Young Adult) Book Club to discuss *Turtles All the Way Down* by John Green. The author, perhaps best known for *The Fault in Our Stars*, tackles the heavy topic of mental illness with humor and warmth. The club will meet at 6:00 pm, on Wednesday, April 5, in the Library Community Room.

Poetry Fun for Featuring the Works of Shel Silverstein – April 5

Join us on Wednesday, April 5 from 3:00 pm to 4:00 pm for some fun with Shel Silverstein poetry!

Elementary students are invited to come enjoy some silly, wacky poems filled with tongue-twisters and spoonisms. Miss Laura will read some of her favorites, including tongue-twisters from Runny Babbit.

Participants will also learn how Silverstein uses "spoonisms" to create the silly language in this book, and will get to try their own hand at making "spoonism" poems.

Chess at the Library – April 6, 13, 20, 27

Local Chess Instructor David Oliveira is partnering with the Perry Public Library to teach, mentor, and play chess with players of all ages and experience levels. Whether you are new to chess or looking for a challenging game, mark your Thursday evenings in April for Chess Instruction and Walk-in at the Library. Students, grades K-12, will meet from 4:30 to 5:30 pm, in the library Board Room. Chess players of all ages are then welcome to meet from 5:30 to 7:30 pm, also in the Board Room, for instruction or competition. David Oliveira leads the group meetings and also offers chess instruction by individual appointments as part of the library program.

Toddler Time Storytime – April 4, 11, 18, 25

Come make some music with Miss. Laura at Toddler Storytime this month in the Library Community Room on Tuesdays from 10:15 am to 11:15 am. This fun activity time for toddlers, ages 18 months to age 3, and their caregivers involves sensory plays, felt boards, and songs, with a special focus on music. Let's Make Some Music! Storytime will incorporate basic instruments, sing-alongs, and dancing into our early literacy programming.

Quarterly Classics Book Club: *1984* by George Orwell – April 11

All are invited to join the Quarterly Classics Book Club for discussions of traditional and modern classics. The Quarterly Classics Book Club will meet Tuesday, April 11 to discuss *1984* by George Orwell at the Carnegie Library Museum from 7:00 pm to 8:30 pm. Anyone interested may join the group at any time, but registration is required. Books are available at the library for registrants for a small fee.

Wow! Wednesdays – K through 2<sup>nd</sup> grades – April 12

The Perry Public Library STEM fun continues in April at WOW! Wednesdays, scheduled for April 12 (k-2 grades) and April 19 (3-5 grades) from 3:00 pm to 4:00 pm. This exciting program engages elementary-aged kids in creative, hands-on activities and games. Kindergarteners through second graders meet on the second Wednesday of each month from 3:00 pm to 4:00 pm.

Fun with Fours and Fives Storytime – April 5, 12, 19, 26

Preschools and their caregivers are invited to join Miss. Laura at the Perry Public Library in April for the Fun with Fours and Fives Storytime. Our newest Storytime will be all about music, incorporating basic instruments, sing-a-longs, and dancing. This early literacy program includes a book and interaction with

instruments. Bring your little one to the library to make music with shakers, rhythm sticks, triangles, bongo drums, and maracas. Plus, come sing fun songs and dance to groovy beats! Fun with Fours and Fives Storytimes meets every Wednesday from 10:15 am to 11:00 am in the Library Community Room.

Wee Wonders – April 6, 13, 20, 27

Families with infants from birth to 18 months are invited to attend our Perry Public Library Wee Wonders Storytime this April to read stories and sing songs with Miss. Laura. The Wee Wonders program is created specifically for babies and will incorporate simple instruments, such as egg shakers, drums, maracas, and rhythm sticks. Participants will also join in family sing-a-longs and bring home a free board book! Wee Wonders meets in the Perry Public Library Community Room each Thursday from 10:15 am to 11:00 am.

Teen Poetry Slam – April 17

Teens are invited to an informal poetry slam at the Perry Public Library on April 17 from 4:00 pm to 6:00 pm in the Library Community Room. This is all about learning how to perform in public and share your work! There will be no microphone and, if anyone gets stage fright, Miss Laura or someone else can perform their poem for them. Participants will be supportive and vote to award prizes.

Monthly Book Club: *How High We Go in the Dark* by Sequoia Nagamatsu – April 18

The meeting will be held at 1:00 pm, Tuesday, April 18, in the Library Community Room. Members will discuss the 2023 All Iowa Reads Adult Selection, *How High We Go in the Dark* by Sequoia Nagamatsu. Everyone interested is invited to join the discussion, but registration is required.

Wow! Wednesdays – 3<sup>rd</sup> through 5<sup>th</sup> grades – April 19

The Perry Public Library STEM fun continues in April at WOW! Wednesdays, scheduled for April 12 (k-2 grades) and April 19 (3-5 grades) from 3:00 pm to 4:00 pm. This exciting program engages elementary-aged kids in creative, hands-on activities and games. Third through fifth graders meet on the third Wednesday of each month from 3:00 pm to 4:00 pm.

Hometown Heritage at the Carnegie Library Presents: Historical Craft Seed Bombs – April 22

Get ready for spring with a new historical craft at the Carnegie Library Museum. Trista will show participants how to create seed bombs using recycled paper. These can be put directly into the soil and April showers will bring May flowers! This free, all-ages event is happening April 22 from 11:30 am to 12:30 pm upstairs in the Carnegie Library Museum.

Impressions/Expressions of the Library Collage and Relief Print Workshop with Atelier at 1109 – April 22

Seth Anderson from Atelier 1109 will join us to kick off National Library Week with a special library art workshop on Saturday, April 22 from 1:00 pm to 2:00 pm. The class will be a combination of collage and relief print to create impressions/expressions of their community library. The process involves collaging elements of books, newspapers, and magazines and overlaying relief prints to create the story. Atelier 1109 will provide pre-carved blocks with images of books, fairy tale pieces, as well as other miscellaneous stamps and textures, to allow each person the creative freedom with their storytelling.

National Library Week Children's Craft – April 22

Kids are invited to join Miss Laura for a Saturday craft time to kick off National Library Week! This special kids craft will be at the Perry Public Library on Saturday, April 22 from 1:00 pm to 2:00 pm. This craft time will accompany the teen and adult craft happening that day.

#### Found Poetry for Tweens – April 26

Tweens in 3rd through 6th grade are invited to learn the art of "found" poetry using words clipped from magazines. Participants will create collages of words and phrases and glue them together to "find" their poems.

#### Brenton Arboretum Trees for Bees Program – April 27

Brenton Arboretum will join us during National Library Week to help us understand that "there's more to the story" when it comes to bees. Join Executive Director Melissa Burdick on April 27 from 1:00 pm to 2:00 pm in the Library Community for an engaging, informative presentation. Lots of people know about the importance of flowering annuals and perennials to honey bees and native pollinators, but did you know that trees play an important role in supporting these vital insects? In this program, Burdick will review a broad selection of trees that bees love and are beautifully suited to Midwest landscapes.

#### Craft Club: Paint Your Own Pot, Plant Your Own Succulent – May 1

Craft Club meets on Monday, May 1 from 6:00 pm to 8:00 pm in the Library Community Room. Participants will paint mini pots and plant succulents. All are welcome, but space is limited and registration is required. A \$5 fee materials fee is due at the time of registration to reserve your spot. Please register by Monday, April 24<sup>th</sup>. For questions, call 515-465-3569. To register, visit the library.