

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, March 11, 2021 at 8 a.m.

THIS MEETING WILL BE HELD ELECTRONICALLY.

PUBLIC INPUT CAN BE PROVIDED BY GOING TO THIS WEB ADDRESS:

By computer, tablet, or phone:

Join Zoom Meeting

<https://us02web.zoom.us/j/83265854249?pwd=RFpwS1dkZnM4bk1lMjJxd2x5Sm8yZz09>

Meeting ID: 832 6585 4249

Passcode: 50220

Dial by your location +1 312 626 6799 US (Chicago)

**The format of this meeting is due to the
State Public Health Emergency Declaration regarding Covid-19
and will be conducted pursuant to
Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds
dated March 19, 2020.**

1. Roll Call
2. Approval of Agenda
3. Approval of February 11, 2021 Meeting Minutes
4. Approval of Financial Statements: Gift Claims and City of Perry Library Line Items
5. Unfinished Business:
 - a. Reopening Plan
 - b. Library Budget
6. New Business
 - a. Accreditation – January 2022
 - b. Library Conduct Policy
 - c. Child and Vulnerable Adult Safety Policy
7. Board Education
8. Open Forum
9. Next Regularly Scheduled Meeting is on April 8, 2021 at 8 a.m.
10. Adjourn

This meeting was held electronically at the Perry Public Library.

Following the Governor's Emergency Public Health declaration in response to the current COVID-19 situation, this meeting was held electronically. Public access to the meeting was obtained by one of the following methods.

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**The format of this meeting is due to the
State Public Health Emergency Declaration regarding Covid-19
and will be conducted pursuant to
Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds
dated March 19, 2020.**

The Perry Public Library Board of Trustees met in regular session on Thursday, February 11, 2021 at 8 a.m.

Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, and Jeremy Winter were present. Library Director Mary Murphy and Deputy Director Misty VonBehren were also present.

Board President Mark Miller called the meeting to order.

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

Minutes – Jeremy Winter moved, and Heather Karolus seconded a motion to approve the minutes of the January 14, 2021 meetings. MCU.

Financial Statements – Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved, and Margaret Ruggle seconded a motion to approve checks #6023- #6027 in the amount of \$1,002.54 from the Gift Fund and the City of Perry Library Fund Status Report. MCU.

Unfinished Business:

Reopening – Heather Karolus moved that the library should move to Phase 3 of the Reopening Plan with the Library Director having the discretion to move back to Phase 2 if the 14-day positivity data indicates increased COVID-19 cases in the Perry Zip code. Jeremy Winter seconded. MCU.

Library Budget – The City of Perry - Library Budget worksheets were reviewed along with the Library Capital Request for FY2021-2022.

New Business: None

Librarian's Report:

Statistics – In looking over the statistics, most are what we expect with the building being closed for the last 11 months and using curbside delivery of materials. What is surprising is that more of our patrons are using our ebooks and eaudiobooks. Our streaming or evideo offerings are just a little down on an annualized basis but the number of checkouts from December to January more than doubled from 30 to 79. The number of borrowers has stayed steady with a small increase. As expected, we have dismal statistics in the number of programs, the number of attending programs, room use, and computer use. Unique visitors to our catalog and use of Wowbrary has increased with quite of few reserving materials online.

We are making progress in weeding the collection prior to moving the fiction to the west side of the library and the nonfiction to the east side of the library. Signage has been revamped and is on the maintenance list to get mounted. Curt's Electric has finished the new lights in the men's and women's bathrooms. It is a great improvement in the lighting for both bathrooms.

We have encountered a glitch in the HVAC controls system. The control system is supposed to send alerts to my email and the City Maintenance Manager's (Barry Chayet) email when an alarm goes off indicating an HVAC problem. For example, when the boilers shutdown or the condenser shuts off. Apparently, the controls system runs on Adobe Flash and that piece of software became obsolete on January 1, 2021.

Barry Chayet is looking into two different ways to solve the problem. One is to have Waldinger/Wolin update the system (\$7,934) or two, for Drees to create a new web-based controls system. A web-based controls system could be accessed anywhere wifi or an internet connection is available. The Drees quote is \$17,650 to install a web-based controls system for the library. Maintenance Manager Barry Chayet and I recommended to City Hall to install the web-based controls system from Drees. The software would be non-proprietary. Meanwhile, Barry is checking on the boilers daily for any problems that may arise.

I presented our 2020 Health Initiatives programming in a Health Care Webinar on Tuesday, February 9, 2021. The presentation is like the one I presented at the Iowa Library Association conference last October. We had 134 attendees present representing both Health and Library communities. The talk was well received, and the Zoom Webinar format made it possible for all 8 presenters to answer questions and provide the best virtual interaction as possible with the attendees.

Director Murphy will set up a press event for Tuesday, February 16 at 4 p.m. inviting the local news agencies along with possibly Doug Wood to video the tour of the library with its improvements. Appropriate signage and cleaning stations will be set up around the library. We will then open the library building for computer use (4 public stations) and browsing on Wednesday, February 17th at 10 a.m. A PSA will be sent out this afternoon promoting our reopening.

The next normally scheduled meeting is on Thursday, March 11, 2021 at 8 a.m. in the library's small meeting room or may be held electronically depending on the Covid-19 situation. The public is always welcome.

Mark Miller moved to adjourn the meeting with Heather Karolus seconding. MCU. Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

Register Report

2/4/2021 through 3/2/2021

Date	Num	Description	Memo	Category	Amount
BALANCE 2/3/2021					35,195.36
2/8/2021	DEP	Deposit	Cash Register	Gifts And Memorials	100.00
2/16/2021	DEP	Deposit	Cash Register	Gifts And Memorials	10.05
2/22/2021	DEP	... Deposit	L Shimon	Gifts And Memorials	200.00
			Pat Young	Gifts And Memorials	20.00
3/2/2021	3/2/2021	Deposit	Cash Register	PPLF	2,100.00
3/2/2021	6031	...Wells Fargo Visa		Programming	-369.82
				Marketing Services	-116.59
3/2/2021	6032	Wells Fargo	Suzanne's Febr...	Programming	-179.38
3/2/2021	6033	Grant Professiona...	2021 Members...	Membership Dues	-40.00
3/2/2021	6034	Sarah Finn	Reimbursemen...	Programming	-33.54
3/2/2021	6035	...Fareway		Children's Activities	-18.51
				Children's Activities	-18.34
2/4/2021 - 3/2/2021					1,653.87
BALANCE 3/2/2021					36,849.23
TOTAL INFLOWS					2,430.05
TOTAL OUTFLOWS					-776.18
NET TOTAL					1,653.87

Banking Summary

2/4/2021 through 3/2/2021

Category	2/4/2021- 3/2/2021
INCOME	
Gifts And Memorials	330.05
PPLF	2,100.00
TOTAL INCOME	2,430.05
EXPENSES	
Children's Activities	36.85
Marketing Services	116.59
Membership Dues	40.00
Programming	582.74
TOTAL EXPENSES	776.18
OVERALL TOTAL	1,653.87

City of Perry
Perry Public Library Line Items
Fund Status Report
March 3, 2021

Account Title	Total Budget	YTD Expend	YTD Balance	Pct Expended
WAGES	\$181,648.00	\$125,050.35	\$56,597.65	69%
WAGES - PT	\$54,500.00	\$31,912.68	\$22,587.32	59%
TRAVEL AND CONFERENCE	\$1,000.00	\$1,039.98	(\$39.98)	104%
REPAIR & MAINTENANCE BLDG	\$1,000.00	\$932.71	\$67.29	93%
UTILITIES	\$32,000.00	\$17,412.86	\$14,587.14	54%
TELEPHONE	\$4,500.00	\$2,883.67	\$1,616.33	64%
INSURANCE TORT/GENERAL	\$6,330.00	\$0.00	\$6,330.00	0%
CONTRACT SERVICES	\$16,000.00	\$10,837.81	\$5,162.19	68%
PRINTING	\$0.00	\$0.00	\$0.00	0%
CONSULTANT & PROFESSIONAL	\$9,500.00	\$3,757.91	\$5,742.09	40%
OFFICE SUPPLY	\$5,000.00	\$5,236.36	(\$236.36)	105%
POSTAGE & SHIPPING	\$2,500.00	\$287.12	\$2,212.88	11%
SOCIAL SECURITY	\$18,065.00	\$11,189.38	\$6,875.62	62%
IPERS	\$22,292.00	\$13,770.42	\$8,521.58	62%
PREMIUMS HEALTH INSURANCE	\$66,526.00	\$48,520.13	\$18,005.87	73%
PREMIUMS/LIFE/DISABILITY	\$1,055.00	\$703.60	\$351.40	67%
WORKERS COMPENSATION	\$303.00	\$214.97	\$88.03	71%
CAP OUTLAY-FURN/FIXTURES	\$72,135.00	\$43,201.43	\$28,933.57	60%
CAP OUTLAY-OFFICE EQUIP	\$10,000.00	\$9,699.93	\$300.07	97%
CAP OUTLAY - LIBRARY	\$40,000.00	\$32,517.29	\$7,482.71	81%
CAPITAL/BUILDING	\$29,000.00	\$7,696.99	\$21,303.01	27%
MISCELLANEOUS	\$45,000.00	\$5,555.38	\$39,444.62	12%
CAPITAL/BOOKS	\$25,200.00	\$8,312.70	\$16,887.30	33%
LIBRARY TOTAL	\$643,554.00	\$380,733.67	\$262,820.33	59%

BUDGET WORKSHEET
CALENDAR 2/2021, FISCAL 8/2021

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET	ASK
WATER,AIR,MOSQUITO CONTRO TOTA	14,607.09	10,915.98	.00	.00	8,000.00	
001-410-6010 WAGES	170,198.47	175,252.05	181,648.00	118,092.34	192,690.00	5% ↑
001-410-6020 WAGES - PT	48,817.11	48,667.64	54,500.00	30,188.28	56,135.00	3% ↑
001-410-6050 FEES	.00	.00	.00	.00	.00	
001-410-6181 ALLOWANCES/REIMBURSABLES	.00	.00	.00	.00	.00	
001-410-6210 DUES, MEMBERSHIP & SUBSCR	.00	.00	.00	.00	.00	
001-410-6230 STAFF DEVELOPMENT	.00	.00	.00	.00	.00	
001-410-6240 TRAVEL AND CONFERENCE	489.89	720.00	1,000.00	1,039.98	1,000.00	1,000
001-410-6310 REPAIR & MAINTENANCE BLDG	929.67	1,467.58	1,000.00	932.71	1,000.00	1,000
001-410-6371 UTILITIES	39,395.06	35,505.48	32,000.00	15,997.69	32,000.00	32,000
001-410-6373 TELEPHONE	4,376.65	4,353.91	4,500.00	2,883.67	4,500.00	4,500
001-410-6408 INSURANCE TORT/GENERAL	6,142.25	6,894.73	6,330.00	.00	7,238.00	Susie filled
001-410-6413 CONTRACT SERVICES	28,574.20	16,107.78	16,000.00	7,562.81	16,000.00	16,000
001-410-6414 PRINTING	.00	.00	.00	.00	.00	
001-410-6490 CONSULTANT & PROFESSIONAL	7,930.33	10,503.34	9,500.00	3,757.91	10,000.00	10,000
001-410-6506 OFFICE SUPPLY	5,031.96	5,075.22	5,000.00	4,861.81	5,000.00	5,000

BUDGET WORKSHEET
CALENDAR 2/2021, FISCAL 8/2021

Ask

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
001-410-6508 POSTAGE & SHIPPING	2,062.46	1,567.10	2,500.00	212.65	2,000.00
001-410-6514 INVENTORY & SUPPLIES	1,328.24	835.62	.00	.00	.00
001-410-6721 CAPITAL/FURNITURE & FIXTURES	.00	.00	.00	.00	.00
001-410-6723 CAPITAL/EQUIPMENT	.00	.00	.00	.00	.00
001-410-6725 CAPITAL/OFFICE	.00	.00	.00	.00	.00
001-410-6770 CAPITAL/BOOKS	.00	.00	.00	.00	.00
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GENERAL TOTAL	315,276.29	306,950.45	313,978.00	185,529.85	327,563.00
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112-410-6110 SOCIAL SECURITY	15,820.18	16,057.89	18,065.00	10,570.80	19,035.00
112-410-6130 IPERS	19,462.20	19,352.30	22,292.00	12,986.48	23,489.00
112-410-6150 PREMIUMS HEALTH INSURANCE	54,546.82	55,012.52	66,526.00	48,267.83	68,252.00
112-410-6152 PREMIUMS/LIFE/DISABILITY	1,036.68	1,056.96	1,055.00	703.60	1,087.00
112-410-6154 PREMIUMS/DENTAL/VISION	.00	.00	.00	.00	.00
112-410-6155 ADMIN. FEES FOR SELF FUNDED	.00	.00	.00	.00	.00
112-410-6160 WORKERS COMPENSATION	253.50	281.99	303.00	214.97	276.00
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EMPLOYEE BENEFITS TOTAL	91,119.38	91,761.66	108,241.00	72,743.68	112,139.00
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2,600

BUDGET WORKSHEET
CALENDAR 2/2021, FISCAL 8/2021

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET	Ask
121-410-6721 CAP OUTLAY-FURN/FIXTURES	.00	.00	72,135.00	43,201.43	15,345.00	Signage 8,845 17,650 CH BK SHELVES
121-410-6723 CAP OUTLAY-HEAVY EQUIP	.00	.00	.00	.00	.00	
121-410-6725 CAP OUTLAY-OFFICE EQUIP	11,963.00	23,155.06	10,000.00	8,689.91	14,871.00	Tech 10,000 Server 4,871
121-410-6770 CAP OUTLAY - LIBRARY	29,494.68	39,512.18	40,000.00	31,039.81	40,000.00	Lib. Mat 40,000
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LOCAL OPTION SALES TAX TOTAL	41,457.68	62,667.24	122,135.00	82,931.15	70,216.00	
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122-410-6750 CAPITAL/BUILDING	20,055.80	35,151.81	29,000.00	7,696.99	32,077.00	10,000 13,327 BLINDS 8,750 PAINT <u>32,077</u>
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LOCAL OPTION TAX MAINT TOTAL	20,055.80	35,151.81	29,000.00	7,696.99	32,077.00	
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123-410-6721 CAPITAL/FURNITURE & FIXTURES	.00	.00	.00	.00	.00	
123-410-6723 CAPITAL/EQUIPMENT	.00	.00	.00	.00	.00	
123-410-6725 CAPITAL/OFFICE	.00	.00	.00	.00	.00	
123-410-6770 CAPITAL/BOOKS	.00	.00	.00	.00	.00	
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LO TAX SCHOOL SPLIT TOTAL	.00	.00	.00	.00	.00	
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167-410-6490 CONSULTANT & PROFESSIONAL	.00	.00	.00	.00	.00	

BUDGET WORKSHEET
CALENDAR 2/2021, FISCAL 8/2021

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
167-410-6520 MISCELLANEOUS	33,712.11	57,845.83	45,000.00	5,555.38	45,000.00
167-410-6770 CAPITAL/BOOKS	21,557.19	16,047.37	25,200.00	8,312.70	25,200.00
LIBRARY GIFT FUND TOTAL	55,269.30	73,893.20	70,200.00	13,868.08	70,200.00
200-410-6860 LEASE PURCHASE PAYMENTS	.00	.00	.00	.00	.00
DEBT SERVICE TOTAL	.00	.00	.00	.00	.00
306-410-6490 OTHER PROFESSIONAL SERV	5,788.01	31,417.21	.00	14,644.25	.00
306-410-6802 PROJECT EXPENSES	.00	2,400.00	.00	284,698.13	.00
LIBRARY BUILDING FUND TOTAL	5,788.01	33,817.21	.00	299,342.38	.00
LIBRARY TOTAL	528,966.46	604,241.57	643,554.00	662,112.13	612,195.00
001-430-6010 WAGES	46,908.43	97,585.94	100,735.00	65,932.22	105,537.00
001-430-6030 WAGES - TEMP/SEASONAL	33,903.13	24,759.70	47,775.00	15,859.55	47,775.00
001-430-6040 WAGES - OT	.00	.00	.00	.00	.00

} GIFT FUND

FY22 APPLICATION FORM FOR ACCREDITATION AND DIRECT STATE AID TIER LEVEL

DUE FEBRUARY 28, 2021

Library Name: Perry Public Library Date: 3/3/21

INTRODUCTION

The Standards and Accreditation Program exists to encourage the ongoing development of high quality public library services in Iowa. *In Service to Iowa: Public Library Standards* is the manual for the State Library of Iowa's standards program. To save space on this application form, questions have been shortened. For more information and examples refer to the full text of the publication:

<http://www.statelibraryofiowa.org/ld/a-b/accr-and-standards/6thed.pdf>

INSTRUCTIONS

The FY22 application form is available in online and print versions. The print version is to aid data collection only. Printed versions of the form will not be accepted without prior approval from Scott Dermont. Contact Scott at: scott.dermont@iowa.gov or 515-281-7573.

Mark each standard met with an "X"

(FY20) = Standards marked this way should use data taken from the FY20 Iowa Public Library Annual Survey. Dates covered (July 1, 2019 – June 30, 2020.) Some standards use data from three fiscal years and will be shown as (FY20, FY19, FY18)

LINE# = Data taken from the Public Library Annual survey will be indicated by the term **LINE** with the appropriate line number. **LINE E30+LINE E29** would divide survey line E30 by line E29.

Since many standards derive their information from the Public Library Annual Survey, it would be useful to have the Annual Survey on hand while filling out this application. However, the online version of this form will automatically pull the annual survey data into the form. It may be beneficial to consult the online form first.

(Tier 1), (Tier 2), (Tier 3): Indicates the Tier level of the listed standards. Standards without a Tier level listed are considered optional.

- Libraries applying for Tier 1 status must meet all 29 (Tier 1) standards.
- Libraries applying for Tier 2 status must meet all 29 (Tier 1) and all 12 (Tier 2) standards.
- Libraries applying for Tier 3 (accredited) status must meet all 29 (Tier 1), all 12 (Tier 2), and all 6 (Tier 3) standards. They must also meet 20 of 38 optional standards.

SECTION 1: LIBRARY GOVERNANCE

1. ____ (Tier 1) A legally appointed and constituted library board governs the operation of the library. A copy of your library's most current ordinance must be on file.
2. ____ (Tier 1) The library board or other authority as defined by ordinance:
 - ❖ Hires the library director
 - ❖ Delegates the active management of the library, including personnel administration, to the library director
 - ❖ Has legal authority over the library's budget and over all gifts, bequests, and donations

3. ____ (Tier 1) The library board adopts an annual budget.

Meeting Date of most recently completed budget approved by board (include month, day, and year)

4. ____ (Tier 1) The library is funded by its city on a permanent basis. Data from the Iowa Department of Management will be used to audit this standard.
5. ____ (Tier 1) The library board has written bylaws that outline its operational procedures. These bylaws are reviewed at least every three years. A sample can be found at <http://www.statelibraryofiowa.org/go/bylaws> Bylaws must be dated February 1, 2018 or later.
6. ____ (Tier 1) The library board meets no fewer than 10 times a year with the library director or designee in attendance. FY20 COVID Exception – 6 meetings are acceptable for FY20.

Submit dates of board meetings for the past three years. Dates listed must include month, day, and year – i.e. May 5, 2020, 5/5/20, etc.

- ❖ FY20 _____
- ❖ FY19 _____
- ❖ FY18 _____

7. ____ (Tier 1) The library board adopts four required written policies – circulation, collection development, personnel, and Internet use. Required policies are reviewed at least every three years. Examples can be found at <http://www.statelibraryofiowa.org/ld/Policies>. Policies should be dated February 1, 2018 or later.
8. ____ (Tier 1) All members of the library board of trustees participate in a variety of board development training each year. The recommended average is three to five hours per year per trustee.

Briefly summarize your library's board development training opportunities for the past three years.

- ❖ FY20 _____
- ❖ FY19 _____
- ❖ FY18 _____

9. ____ The library board has additional written policies, as deemed appropriate for the library, and reviews them at least every three years. All policies are available to all staff members and for public inspection. Check any additional policies adopted. Do not report the four policies listed in standard #7 above. At least two are required to meet this standard:

- Bulletin board and displays
- Customer conduct in the library
- Customer service
- Disaster preparedness and recovery

- Emergencies and evacuation
- Friends groups
- Gaming
- Gifts and donations
- Hours including holiday and weather closings
- Library foundation
- Meeting rooms
- Proctoring
- Programs for youth and adults
- Public access computers
- Public relations
- Reference and readers' advisory services
- Sex offender
- Tablet checkout
- Unattended children
- Volunteers
- Wireless use
- Other policies (List no more than two) _____

The State Library has sample policies on its website <http://www.statelibraryofiowa.org/ld/k-p/Policies>. The library's district office staff can also assist in locating sample policies.

10. _____ The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction). This standard does not apply to city libraries in counties where there is a county library. Use the following guidelines to help determine equitable funding:

To determine per capita or cents per thousand support amounts, refer to the Rural Library Funding table on the State Library's website at <http://www.statelibraryofiowa.org/go/rurallibfun>.

To meet this standard, the library's county must support libraries at the rates listed below. Minimum, enhanced, or outstanding rates can be used.

Enter county per capita support _____

OR

Enter county cents per thousand support _____

Based on 2016 data	Outstanding	Enhanced	Minimum required to meet standard
County rural per capita support	\$24.75 per capita	\$14.00 per capita	\$9.50 per capita
County support per assessed valuation	23 cents per thousand	17 cents per thousand	10 cents per thousand

11. _____ The library trustees attend county-wide trustee meetings, which should occur at least once per year.

List dates that trustees attended county-wide meetings in the past three years. Dates listed must include month, day, and year – i.e. May 5,2020, 5/5/20, etc.

- ❖ FY20 _____
- ❖ FY19 _____
- ❖ FY18 _____

Section 2: Library Management

12. ____ (Tier 1) The library director provides written financial and statistical reports for review at library board meetings.
13. ____ (Tier 1) The library follows statutory requirements as to fiscal year, audits, and budgeting, and submits annual and other reports as requested by its funding authorities.
14. ____ (Tier 1) The library director conducts an orientation program for new board members. Check one or more of the opportunities listed below to meet this standard.
- Orientation sessions by the director at regularly scheduled board meetings
 - Presentation and discussion of recorded programs
 - Orientation sessions conducted by State Library staff or other qualified consultants
 - Chapter-by-chapter discussion of the current [Iowa Library Trustee's Handbook](#) at regularly scheduled board meetings
 - Other _____
15. ____ (Tier 2) The library director shares information with the board about the following laws that affect library operations. Guidance may be found in the latest [Iowa Library Trustee's Handbook](#).
- ❖ [Confidentiality of library records](#) (Iowa Code Chapter 22.7 (13))
 - ❖ [Open meetings law](#) (Iowa Code Chapter 21)
 - ❖ [Fair Labor Standards Act](#) (U.S. Code Title 29, Chapter 8)
16. ____ (Tier 2) The library keeps its borrowers' registrations up-to-date. Inactive registration records are removed at least every three years. This removal may be done in one large batch, or in smaller, more frequent deletions. At least one of the suggestions below (check all that apply) and the date of last purge are required to meet this standard.
- Annual purge
 - Card expiration and renewals (only count non-expired cards as active)
 - Individual purges on a regular basis
 - Other _____

Indicate date of last purge (must be February 1, 2018 or later) _____
Dates listed must include month, day, and year – i.e. May 5,2020, 5/5/20, etc.

17. ____ (Tier 2) The library has a current written plan. A plan is a current document that projects up to 5 years into the future and outlines the library's goals and objectives to meet the community's needs. Developing a plan usually involves the staff, the trustees, and the public. The plan should be reviewed and updated annually by the library board including an evaluation of the library's progress toward the plan's goals and objectives. To meet this standard, all boxes below must be checked.

The plan must:

- Be current
- Be dated 2016 or later and be on file at the State Library
- Address community needs based on community data
- Contain a mission statement, which describes the library's purposes in the community
- Show goals and measurable objectives to be achieved over a period not to exceed five years

18. ____ The library director informs the board of pending library legislation on the local, state, and national levels to enable board members and staff to participate in the legislative process. Examples include attending Iowa Library Association Legislative Day or contacting legislators on library issues.

19. _____ The library director attends county-wide directors' meetings, which should occur at least once per year.

List dates that the director attended county-wide meetings in the past three years. Dates listed must include month, day, and year – i.e. May 5,2020, 5/5/20, etc.

- ❖ FY20 _____
- ❖ FY19 _____
- ❖ FY18 _____

SECTION 3: LIBRARY PERSONNEL

20. _____ (Tier 1) The library has a permanent, paid director who is certified at a required level. A new director has two years after starting as director to become certified. A library with a director who was certified at ANY level prior to 1992 fulfills this standard for as long as

- a) The library employs that director and
- b) The library director fulfills continuing education requirements to continue participating in the certification program.

Start date of current director as director _____

21. _____ (Tier 1) The library has written job descriptions that include educational and experience requirements. A written salary range for each position is recommended, but not required. It is recommended, but not required, that the library's job descriptions and salary range are included in the city's personnel plan.

22. _____ (Tier 1) The library director's performance is evaluated by the board at least annually.

List evaluation dates for the past three years. Dates listed must include month, day, and year – i.e. May 5,2020, 5/5/20, etc.

- ❖ FY20 _____
- ❖ FY19 _____
- ❖ FY18 _____

23. _____ (Tier 1) The library allows the director to participate in continuing education opportunities during their work time.

24. _____ (Tier 2) (FY20) The library employs paid staff as listed below. Number of hours per week and FTE (Full Time Equivalents) are given. Either figure can be given to meet the standard.

Report the total number of paid staff FTE (LINE B08) _____

Size	Population	Minimum staff requirement
A	Under 500	20 hours (.50 FTE)
B	500-999	20 hours (.50 FTE)
C	1,000-2,499	24 hours (.60 FTE)
D	2,500-4,999	48 hours (1.20 FTE)
E	5,000-9,999	112 hours (2.80 FTE)
F	10,000-24,999	192 hours (4.80 FTE)
G	25,000-49,999	256 hours (6.40 FTE)
H	50,000 and above	404 hours (10.10 FTE)

25. ____ (Tier 3) The library has a planned orientation program for all new employees. The orientation program introduces employees to the mission, philosophy, goals and services of the library in addition to their job responsibilities.
26. ____ Other library employees are evaluated annually by the director or supervisor.
27. ____ The library provides funding to enable the director and/or staff to join library professional organizations, attend library related conferences, or take advantage of CE opportunities.

List annual amount spent on CE opportunities from the past three years.

- ❖ FY20 _____
- ❖ FY19 _____
- ❖ FY18 _____

28. ____ The library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time. Check one or more of the suggestions below to meet this standard. The director is covered by standard #23.

- Attending webinars or other activities provided by the State Library of Iowa
- Attending continuing education activities on specific topics offered by library organizations, academic institutions or professional associations
- Attending live national teleconferences or webinars and/or watching the recorded versions of continuing educational activities
- Completing learning assignments following continuing education activities
- Taking a library or library-related course for academic credit
- Other (list no more than one) _____

(NOTE: These can also be used to receive CE credit from the State Library's certification program.)

SECTION 4: LIBRARY COLLECTIONS

29. ____ (Tier 1) (FY20, FY19, FY18) The library determines its total annual circulation of library materials.

Report total circulation for the past three years:

- ❖ FY20 (LINE F27) _____
- ❖ FY19 (LINE F27) _____
- ❖ FY18 (LINE F25) _____

30. ____ (Tier 1) The library provides access to current local, county, and/or regional news sources.

List the title of one resource provided _____

31. ____ (Tier 3) (FY20, FY19, FY18) Every item in the library's collection is evaluated for retention, replacement, or withdrawal on a regular basis to determine its usefulness according to the library's collection development policy. On average, three percent or more of the collection is withdrawn each year. An average based on the last three years of withdrawals will be used to determine this standard.

To determine the percentage withdrawn, use the number of items withdrawn for any reason including weeding, replacements, damage, etc. Divide the number of items withdrawn by the total number of items held at the BEGINNING of the year.

Report percentage of collection withdrawn:

FY20 (LINE E31 ÷ LINE E29) _____

FY19 (LINE E31 ÷ LINE E29) _____

FY18 (LINE E31 ÷ LINE E29) _____

Total percentage withdrawn (FY20 + FY19 +FY18) _____

Average of three years (Total percentage withdrawn divided by 3) _____ (This amount needs to be 3% or greater to meet standard #31)

32. _____ (Tier 3) (FY20, FY19, FY18) The library purchases or adds materials at regular intervals throughout the year to ensure a steady flow of new materials. On average, three percent or more of the collection is added each year. An average based on the last three years of additions will be used to determine this standard. Report all items added regardless of funding source. Include donated items.

To determine the percentage added, use the number of items added for any reason. Divide the number of items added by the total number of items held at the BEGINNING of the year.

Report percentage of collection added:

FY20 (LINE E30 ÷ LINE E29) _____

FY19 (LINE E30 ÷ LINE E29) _____

FY18 (LINE E30 ÷ LINE E29) _____

Total percentage added (FY20 + FY19 +FY18) _____

Average of three years (Total percentage added divided by 3) _____ (This amount needs to be 3% or greater to meet standard #32)

33. _____ The library provides materials in formats appropriate to the needs of special population groups found in the community. Check one or more of the suggestions below to meet this standard.

- Adult basic education materials
- Audio books and/or captioned video
- Braille materials
- Children's and young adult materials
- Large print books
- Materials for English language learners
- Other (List no more than one) _____

34. _____ The library provides non-traditional physical collections for checkout use outside the library. Check one or more of the suggestions below to meet this standard.

- Cake pans
- Art prints
- Tablets
- Wireless hotspots
- Other (List no more than one) _____

SECTION 5: LIBRARY ACCESS – VIRTUAL SPACES

35. ____ (Tier 1) (FY20) The library offers public access Internet-enabled devices and staff trained in their use. Public access devices are located in a public area and designated exclusively for public use.

Report the number of Internet-enabled devices (LINE G33) _____

36. ____ (Tier 1) (FY20, FY19, FY18) The library counts the total number of public uses of Internet-enabled devices in the library.

Report the annual public use of Internet-enabled devices for the past three years.

- ❖ FY20 (LINE G34) _____
- ❖ FY19 (LINE G12) _____
- ❖ FY18 (LINE G16) _____

37. ____ (Tier 1) The library provides a printer for public use. The printer may be a shared staff/public device.

Enter make and model of printer _____

38. ____ (Tier 2) The library provides wireless Internet access for its customers.

39. ____ (Tier 3) The library maintains a current website. A social media page on a site such as Facebook does NOT meet this standard.

To meet this standard, the website MUST include:

- Access to the library’s online catalog
- Information about the library
- Links to local, state, or national resources

Enter the URL of the library’s website: _____

40. ____ The library budgets for computer replacement on a regular basis.

41. ____ The library sets aside a separate computer location for use by children and/or young adults.

42. ____ The library provides computer and/or Internet training for its customers.

43. ____ The library has access to broadband Internet access. Broadband Internet is defined by the FCC as 25 Megabits per second (Mbps) download speed and 3 Mbps upload.

Library’s download speed _____ (Must be at least 25 Mbps to meet standard)

Library’s upload speed _____ (Must be at least 3 Mbps to meet standard)

44. ____ The library provides access to and promotes online database products.

List the name of one of the library’s online database products: _____

45. _____ The library provides access to and promotes a downloadable materials collection.
List the name of one of library's downloadable materials collections _____

46. _____ The library provides access to digitized local collections. To meet the standard, the library can either digitize the collection or contract with another entity that has digitized the collection.
List the name of one of the library's digitized local collections _____

Section 6: Library Access – Physical Spaces

47. _____ (Tier 1) The library has a telephone with voice mail capability that announces current hours, holidays, and other non-scheduled closures.

48. _____ (Tier 1) The library has an email address.

49. _____ (Tier 1) Library hours are posted and fixed based on users' and potential users' available time. This standard is based on a typical week, one in which the library is open regular hours with no holidays. A typical week does not include summer hours or closures because of COVID-19 or other reasons.

To satisfy this standard the library must be open:

- A minimum of 10 hours per week and at least one hour during each of the following times:
- At least one morning (12am to 12pm)
- At least one afternoon (12pm to 5pm)
- At least one evening (until 6pm)
- Saturday and/or Sunday

Branches: Library systems with branches in the same jurisdiction may use all locations to meet the standard. For example, only one branch needs to be open in the morning to meet the standard.

50. _____ (Tier 1) The library provides reference and readers' advisory service to residents of all ages.

51. _____ (Tier 1) The library has a current and maintained catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title
- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog and provide the corresponding supporting documentation. Choose no more than one from the list below.

- Catalog is offline only (card catalog, etc.). Provide a picture of the catalog.
- Catalog is online but not accessible on the web. Provide vendor and product name:

- Catalog is available on the web. Provide the link: _____

52. _____ (Tier 2) The library has a current and maintained ONLINE catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. Libraries that meet this standard automatically meet standard #51. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title
- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog. Vendor name or link will be taken from your answer to Standard #51. Choose no more than one from the list below:

- Catalog is online but not accessible on the web.
- Catalog is available on the web.

53. _____ (Tier 2) The library provides interlibrary loan services to customers of all ages. The library submits its holdings information to shared databases (such as OCLC or SILO) and participates as a lender and a borrower.

54. _____ (Tier 2) Minimum days and hours of service comply with the chart below. This standard is based on a typical week, one in which the library is open regular hours with no holidays. A typical week does not include summer hours or closures because of COVID-19 or other reasons.

Branches: Library systems with branches may use the non-duplicated branch hours of branches within the same jurisdiction to meet the standard. For example, if the main library is open 9am to 7pm, and a branch is open 12 pm to 9pm, the library system is considered to provide service from 9am to 9pm.

Enter number of days open per typical week: _____

Enter number of hours open per typical week: _____

Population	Size	Minimum Required Days and Hours Open
Under 500	A	4 days/20hours
500-999	B	4 days/20 hours
1,000-2,499	C	5 days/20 hours
2,500-4,999	D	5 days/29 hours
5,000-9,999	E	5 days/41 hours
10,000-24,999	F	6 days/51 hours
25,000-49,999	G	6 days/55 hours
50,000 and above	H	6 days/61 hours

55. _____ (Tier 2) The library has allocated space for child and family use with all materials readily available and provides furniture designed for children's use.

56. ____ (Tier 3) The library's ONLINE catalog is REMOTELY available to users. Access to the SILO locator does not meet this standard. Libraries that meet this standard also meet standards #51 and #52. The catalog link must be on the library's web page. The catalog link will be taken from your answer to Standard #51. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title
- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

57. ____ (Tier 3) All the library's services are available when the library is open. Restricting services due to COVID-19 will not affect this standard.

58. ____ Residents of the community have free access to tax-supported public library services.

59. ____ The library provides the necessary equipment to use any audiovisual materials in the library's collection.

60. ____ The library provides inside directional signs. The library provides outdoor signs that identify the building as a public library including the library's service hours.

61. ____ The library provides trained staff who are knowledgeable about reference and readers' advisory print and electronic resources and who are able to assist customers of all ages during all open hours. Note: The library does not need to have reference librarians to meet this standard, but existing staff are trained in the use of reference resources.

62. ____ The building has public meeting space available for library programming and for use by other community groups. The meeting space should be a separate room to meet this standard.

63. ____ The library allocates space and furniture for young adults with all materials readily available.

64. ____ The library has a makerspace.

To meet this standard, describe the makerspace services provided by the library: _____

65. ____ The library provides self-service or other kinds of automated equipment used to increase efficiency.

To meet this standard, describe the self-service and/or automated services provided by the library: _____

66. ____ The library allows patrons to make payments using debit or credit cards.

Section 7: Library Programming and Community Relations

67. ____ (Tier 1) The library provides a summer reading program for children they serve, or cooperates with other libraries or agencies to provide the program. A library that participates in the State Library's Summer Library Program meets this standard. Children are defined as persons 11 years of age or younger.

68. ____ (Tier 2) The library provides free programming for library customers or cooperates with other agencies to provide the programming.

69. ____ (Tier 2) The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard check at least four items.

- Annual reports attractively packaged and made available to the public
- Attractive and frequently changed exhibits, displays, and bulletin boards
- Newspaper articles, columns, or ads
- Posters, flyers, brochures, and bookmarks advertising library services
- Social networking presence (Facebook, Pinterest, Twitter, blogs, etc.)
- TV and/or radio exposure
- Visually appealing printed materials and graphics
- Website
- Walk-throughs in the library to assess the image it projects
- Others (list) _____

70. ____ (Tier 2) The library develops community relations by regularly communicating with elected officials, business leaders, and civic organizations. To meet this standard check at least two items.

- Attend city council meetings other than when making a budget request
- Give presentations to community groups and organizations
- Invite city council to meet in the library
- Participate in community organizations and activities
- Serve as a bridge to bring different types of people together
- Regularly assess community assets and needs
- Include local leaders in library planning
- Participate in city planning
- Other (list) _____

71. ____ The library offers outreach services. Outreach service includes collections and programming provided at other community locations.

Describe one of the outreach services provided by the library: _____

72. ____ The library provides children's programming free of charge or cooperates with other agencies to provide the programming. Providing a summer reading program only does not meet this standard. Children are age 11 and younger for the purpose of this standard.

73. ____ The library provides young adult programming free of charge or cooperates with other agencies to provide the programming. Young adults are age 12-18 for the purpose of this standard.

74. ____ The library provides adult programming free of charge or cooperates with other agencies to provide the programming. Adults are age 19 and older for the purpose of this standard.

75. ____ The library collaborates with other organizations, including agencies that serve special populations, to improve library service.

Describe at least one of the library collaborations to meet this standard: _____

76. ____ The library accepts requests for reserves for library materials from cardholders of all ages in person, by telephone, or electronically (includes e-mail).

77. ____ The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities. To meet this standard at least four items must be checked.

- Accessible meeting rooms
- Braille materials
- Enhanced computer display for visually impaired
- Hearing augmentation system in meeting room
- Home delivery of materials
- Interpreters for the hearing impaired
- Large Print materials
- Minimum space between shelving stacks of 36"
- Story times and programs in accessible meeting rooms or outside the library
- Others (list) _____

Section 8: Library Facility

78. ____ (Tier 1) The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant.

79. ____ (Tier 1) (FY20, FY19, FY18) The library determines the number of people who come into the library each year. (Also known as door count)

Report Annual Library Visits for the past three years:

- ❖ FY20 (LINE G29) _____
- ❖ FY19 (LINE G09) _____
- ❖ FY18 (LINE G13) _____

80. ____ (Tier 1) The library board and director shall review at least one of the four priorities from the ADA Checklist for Existing Facilities at least every three years. To meet this standard:

- ❖ The library board must review at least one of the four priority checklists
- ❖ The board review date of at least one of the four priority checklists must be February 1, 2018 or later
- ❖ The library must submit a completed copy of at least one of four priority checklists to the State Library
 - Please do not submit photos. We only need a copy of the checklist.

The checklist can be found at:

<https://www.statelibraryofiowa.org/ld/a-b/accr-and-standards/adachecklist>

81. ____ The library provides adequate and convenient parking to the library's customers on or adjacent to the library's site. One parking space is available for every 500 square feet of building.

82. ____ The library provides adequate handicapped accessible parking spaces in compliance with the table below.

Total Parking	Required Minimum Number of Accessible Spaces (ADA Accessibility Guidelines)
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5

83. ____ The library provides adequate public reader seating space based on the chart below.

Population	Seats per 1,000 population
Up to 10,000	5.00
10,001 to 25,000	4.50
25,001 to 50,000	3.00
50,001 to 100,000	2.25
100,001 to 250,000	1.50

84. ____ The library provides adequate space for the staff to work in a non-public area.

85. ____ The library director completes and shares a written space needs assessment with the board. To meet this standard, the assessment should be dated no older than February 1, 2016.

REQUEST FOR SUPPORTING DOCUMENTATION (FY22)

DUE FEBRUARY 28, 2021

LIBRARY NAME _____

Libraries filing an application for accreditation and Direct State Aid Tier Level must submit the following documentation for review. Please use this form as a checklist to keep track of the documentation that you may need to send in. If you have already sent this documentation to the State Library, check the appropriate box below. We prefer that supporting documentation be sent in as an electronic file, but we will also take printed files. Please forward electronic files to Toni Blair at toni.blair@iowa.gov. Printed items can be mailed to the State Library of Iowa; 1112 E. Grand Ave., Des Moines, IA 50319 or faxed to 515-281-6191. Keep in mind that you only need to send in the documentation if you meet the appropriate standard. All libraries must provide a copy of the Signature Page in order to certify your application.

- Standards 1 and 2 (Tier 1) – One copy of the most current library ordinance.
- Standard 5 (Tier 1) – One copy of the library board’s bylaws. Bylaws creation or review date must be dated February 1, 2018 or later.
- Standard 7 (Tier 1) – One copy each of the policies listed below. Policy creation or review date must be dated February 1, 2018 or later. Check below to indicate these items have been sent to the State Library.
 - Circulation Policy – Must include or refer to confidentiality policy
 - Collection Development Policy – Must include or refer to Freedom to read information
 - Personnel Policy
 - Internet Use Policy
- Standard 17 (Tier 2) – One current copy of the library’s plan. Must be current and dated 2016 or later.
- Standard 25 (Tier 3) – A checklist or other documentation used for employee orientation program.
- Standard 26 – One blank copy of one staff evaluation form.
- Standard 78 (Tier 1) – A photograph of the library book return.
- Standard 80 (Tier 1) – One copy of the ADA Checklist for Existing Facilities filled out and approved by the board of trustees. Completion of at least one priority is required to meet the standard. The checklist can be found at: <https://www.statelibraryofiowa.org/ld/a-b/accr-and-standards/adachecklist>
 - Dated February 1, 2018 or later.
- Signature Page – All libraries must provide a signed copy of the Signature Page.



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SIGNATURE PAGE FY22

The library director and board president must sign this form in order to complete the accreditation application process. Scan and submit the completed document to Toni Blair at toni.blair@iowa.gov, or fax to 515-281-6191, or mail to State Library of Iowa, 1112 E. Grand Ave., Des Moines, Iowa 50319.

I certify that the Accreditation Application Form and all supporting documentation for FY22 are true and correct to the best of my knowledge.

Signed (Director) _____ Printed Name _____

Signed (Board President) _____ Printed Name _____

Library _____ Date _____

Behavior Policy

1. The Perry Public Library is designed for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the library for its intended purposes.
2. The Staff has responsibility for enforcing discipline within the library.
3. The Staff determines when behavior is inappropriate in the library.
4. Response to inappropriate behavior should be immediate.
5. The following kinds of behavior will not be allowed in the library:
 - a. Any behavior that endangers the safety or health of others.
 - b. Violation of any local, state or federal law within the library.
 - c. Vandalism or deliberate destruction of library material.
 - d. Theft of library materials or the personal property of other patrons or staff members.
 - e. Deliberate disruption of library procedures.
 - f. Use of abusive language at other patrons or the staff.
 - g. Deliberate use of the library for inappropriate purposes; e.g. sleeping.
 - h. Loud talking or laughing which disturbs or could disturb other patrons.
 - i. Eating or drinking in areas not designated for these activities.
 - j. Inappropriate dress.
 - k. Smoking in any area.
 - Smoking and the use of tobacco products (examples include but are not limited to cigarettes, electronic cigarettes, cigars, chewing tobacco, snuff, pipes, snus, etc.) at or on Library property is strictly prohibited at all times. This includes any emerging tobacco product or simulated smoking device. This also includes all nicotine products not regulated or approved by the Food and Drug Administration (FDA). The distribution or sale of all tobacco products is also prohibited.
 - Prohibition includes any and all buildings, owned, leased, rented and areas maintained by Perry Public Library any grounds, parking lots, or contiguous sidewalks; and in vehicles owned or leased by Perry Public Library.
 - All employees, visitors, vendors, volunteers or any person coming on grounds or on company property must comply with this policy. Any

employee who violates this policy will be subject to disciplinary action in accordance with the written personnel policies contained in the employee handbook and enforced by the employee's direct supervisor.

- I. Other kinds of behavior deemed inappropriate by the staff.

6. Procedure.

- a. Warning. In most cases, patrons who are behaving inappropriately in the library will be given one warning and asked to behave in an appropriate manner.
- b. Expulsion. Patrons who refuse to behave more appropriately after one warning will be asked to leave the library.
- c. Calling the police. In cases where patrons pose a clear danger to themselves or others, or where there is deliberate violation of the law, or refusal to leave the library after being asked to leave by the staff, the staff is authorized to call the police.

Reviewed August 13, 2020

Library Conduct Policy

1. The purpose of this policy is to affirm the rights of all people to free and equal access to information and use of the library without discrimination, intimidation, threat of harm, or invasion of privacy. The Perry Public Library provides friendly, helpful, courteous, and respectful service. The goal of the library is to provide a clean, comfortable, and safe environment for all its users.
2. The Perry Public Library is a public space funded by local, county, and state taxes along with donations and grants. As all public spaces, we are open to the public. Many can use the facility and services at the same time with expectations of courteous, respectful, and polite behavior of all within the facility. The role of the Library is to establish behavior boundaries so that when any person takes away from the enjoyment of the library experience of another person, consequences are incurred to correct the prohibited conduct.
3. The role of the Perry Public Library is to ensure a safe and secure environment. Committing or attempting to commit any activity that would constitute a violation of a federal, state, or local criminal law or ordinance is prohibited on Perry Public Library property. Examples of prohibited activities include, but are not limited to:
 - a. Possessing, consuming, selling, or being under the influence of alcohol, illegal drugs, or other substances.
 - b. Engaging in peeping, stalking, or indecent exposure.
 - c. Soliciting or panhandling.
 - d. Trespassing or entering Library property when banned.
 - e. Impeding passageways through physical presence or with personal property.
 - f. Leaving personal property unattended. Items left unattended will be removed.
 - g. Fraudulent use of another person's Library Card or account number.
 - h. Sexual, physical, or other harassment including bullying youth or others based on their sexual orientation or gender identity.
4. The Perry Public Library asks all library users to be respectful of each other and behave in a manner that does not disrupt other library users or interfere with the normal operation of the Library. Examples of disruptive behaviors include, but are not limited to:
 - a. Sleeping except for attended children.
 - b. Using profane, obscene, or abusive language.
 - c. Creating unreasonable noise or engaging in boisterous activity unless cause by a disability. Fighting or challenging to fight, running, pushing, shoving, or throwing things.

- d. Using audible devices without headphones or using headphones set at a volume that disturbs others.
 - e. Using any communication devices in a manner that disturbs others.
 - f. Failing to comply with a reasonable staff request, unauthorized entry into staff area or failure to leave the library during emergencies and at closing time.
 - g. Campaigning, petitioning, interviewing, survey taking, posting notices, fundraising, or selling, unless authorized by the Director or designee.
 - h. Taking pictures or videotaping people, except at events, unless authorized by the Director or designee and by patrons involved or parents of minors are present.
 - i. Relocating tables, chairs, equipment, or other furniture without staff permission.
5. The Perry Public Library maintains a healthy and clean environment for all library users. Examples of behaviors that are not conducive to providing a clean and hygienic environment include, but are not limited to:
- a. Using cigarettes, e-cigarettes, chewing tobacco, or other tobacco.
 - Smoking and the use of tobacco products (examples include but are not limited to cigarettes, electronic cigarettes, cigars, chewing tobacco, snuff, pipes, snus, etc.) at or on Library property is always prohibited. This includes any emerging tobacco product or simulated smoking device. This also includes all nicotine products not regulated or approved by the Food and Drug Administration (FDA). The distribution or sale of all tobacco products is also prohibited.
 - Prohibition includes the Perry Public Library building and any surrounding grounds, parking lots, or contiguous sidewalks.
 - All employees, visitors, vendors, volunteers or any person coming on grounds or on company property must comply with this policy. Any employee who violates this policy will be subject to disciplinary action in accordance with the written personnel policies contained in the employee handbook and enforced by the employee's direct supervisor.
 - b. Consuming food and beverages in a manner that creates an unclean environment, disrupts other patrons, or is harmful to library resources.
 - c. Personal hygiene, odor or scent that constitutes a nuisance to others or poses a health risk.

- d. Bringing animals inside the library building, except for service animals and those allowed during special Library programs.
 - e. Using the restrooms for bathing, washing of clothes, or extended periods of time. (greater than 15 minutes)
 - f. Entering the Library with infestation of bedbugs or other pests.
6. The role of the Perry Public Library is to protect collections, equipment, and property for present and future users. Intentionally damaging, destroying, or stealing any materials, equipment, or property belonging to the Library, another patron, or staff is prohibited.
7. Enforcement of the Library Use Policy will be conducted in a fair and reasonable manner by Library staff and/or Perry Police Department.
 - a. Library staff and/or the Perry Public Police Department will intervene to stop prohibited activities or behaviors.
 - Warning – In most cases, patrons behaving inappropriately in the library will be given one warning and asked to stop prohibited activity or behavior. A copy of the Library Conduct Policy will be given to the person(s).
 - Expulsion – Patrons refusing to behave more appropriately after one warning, will be asked to leave the library. They will be banned from the Library.
 - Calling the Police – In cases where patrons pose a clear danger to themselves or others, or where there is a deliberate violation of the law, or refusal to leave the library after being asked to leave by staff, the staff is authorized to call the police.
8. Security cameras are located throughout the Library to protect the safety and security of people, the building, and its contents.

Reviewed and Revised March 2021

Unattended Child Policy

In an effort to provide a Library environment that allows all patrons to utilize Library materials and information sources in a safe, relaxed manner, the Library Board of Trustees has adopted a policy statement concerning unattended or disruptive children.

- ❖ Library staff members have many duties and cannot supervise children nor act as a substitute for daycare.
- ❖ A responsible adult or caregiver should accompany children under the age of 9 while they are using the library. The person in charge of the child must stay with the child, unless the child is participating in a Library sponsored program. During Library sponsored programs, the adult or responsible individual must remain in the building if the child is 2 years of ages through Kindergarten and must return to the program area by the end of the event.
- ❖ While in the library parents and caregivers are responsible for monitoring and regulating the behavior of their children. The Library requires that caregivers of children under the age of 6 stay within the line of sight of the children.
- ❖ When using the internet computers, parents or caregivers with children are required to supervise their children during this time. A workstation in the Children's area is provided for parents or caregivers of young children to use and supervise their children when using this workstation.
- ❖ School-age children who depend on adults for transportation home must be picked up before the Library closes. Adults responsible for unattended school-age children using the Library should be aware of the Library's hours and special holiday schedules and make arrangements to meet children on time.
- ❖ Parents, even in their absence, are legally responsible for their child's behavior.
- ❖ Parents are reminded that they are responsible for supervising their children's access to Library materials. While staff members are always available to lead young people to interesting materials selected with children's interests and needs in mind, it will be assumed that children who visit the Library unattended are authorized to use the full range of materials available to our patrons.

action in accordance with the written personnel policies contained in the employee handbook and enforced by the employee's direct supervisor.

I. Other kinds of behavior deemed inappropriate by the staff.

6. Procedure.

- a. Warning. In most cases, patrons who are behaving inappropriately in the library will be given one warning and asked to behave in an appropriate manner.
- b. Expulsion. Patrons who refuse to behave more appropriately after one warning will be asked to leave the library.
- c. Calling the police. In cases where patrons pose a clear danger to themselves or others, or where there is deliberate violation of the law, or refusal to leave the library after being asked to leave by the staff, the staff is authorized to call the police.

Reviewed August 13, 2020

Child and Vulnerable Adult Safety Policy

1. The Perry Public Library welcomes all ages and strives to provide an environment and space for all to enjoy. The Library is a public building open to all and the safety and welfare of children and vulnerable adults at the Library is of great importance. Vulnerable adults and young children should be supervised by age-appropriate, responsible parties always. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of person's in their care while they are in the library. The Library Board and Staff respect the rights and privacy of all library patrons. Library staff will intervene only when juveniles or vulnerable adults are left unattended or issues relating to safety, disruptive behavior, or well-being occur. Library staff will follow established procedures for the protection of the involved party and to maintain an environment free from disruption in accordance with the Library Conduct Policy.
2. Unattended Children/Vulnerable Adults in the Library
 - a. An unattended child is a minor of any age whose behavior requires them to be accompanied by a parent or caregiver. A vulnerable adult is a person over the age of 18 years-old who is unable or unwilling to care for themselves.
 - b. The Library does not have staff, staff training, or State Certification to act as a childcare facility or a substitute for trained staff or family for vulnerable adults.
 - c. The Library Staff is not responsible for the care of unattended children and vulnerable adults and does not assume responsibility from the parents or caregivers for providing for the welfare of persons in their care.
 - d. Library Staff is not responsible for children or vulnerable adults interacting with or leaving the Library with persons who are not appropriate caregivers.
 - e. Library Staff is not responsible for any consequences of parents or caregivers forfeiting their responsibilities.
 - f. Library Staff may refer to the police those children or vulnerable adults who are left unattended in the Library when a parent/guardian cannot be reached or if the behavior of the minor child or vulnerable adult falls outside the acceptable behavior in the Library.
3. Parent/Caregiver Responsibilities
 - a. Parents/caregivers should always remain with persons in their care and are responsible for the care of those persons while in the Perry Public Library and surrounding premises. If the child is under the age of 6 caregivers must stay within the line of sight of the children.
 - b. Children under the age of 9 should always be accompanied while using the library. The person in charge of the child must stay with the child unless

the child is participating in a library sponsored program. During library-sponsored programs, the adult or responsible individual must remain in the library building and return to supervising their child when the program ends.

- c. Parents/caregivers should encourage positive behavior by persons under their care while in the Library and surrounding premises.
- d. Parents/caregivers should cooperate with the library staff if persons in their care are disruptive or if they interfere or endanger others or cause damage to the property.
- e. Parents or guardians with children who are mature enough to be left alone at the library are expected to set reasonable time limits for their children's visits to the library and provide a means of transportation home from the library by the time the library closes.
- f. Parents, even in their absence, are legally responsible for their child's behavior.
- g. Parents are responsible for supervising their children's access to Library materials. While Staff members are available to lead young people to interesting materials selected with the children's interests and needs in mind, it will be assumed that children who visit the library unattended are authorized to use the full range of materials available to them.

4. Staff Guidelines

- a. If the child is upset, staff will attempt to comfort the child.
- b. Staff will attempt to contact the parent, guardian, or caregiver to address concerns of lost, unattended, or scared children, vulnerable adults, or the person(s) with conduct issues.
- c. An incident report will be filled out, given to Library Director, and kept on record.
- d. Library staff may not take children or vulnerable adults out of the building, unless caregivers are within the sight of the building.
- e. Library staff are not permitted to transport children or vulnerable adults away from the Library building.
- f. Library Staff are to encourage minor children to contact parent/guardian/caregiver if it is 15 minutes to closing time.
- g. For safety reasons, appropriate law enforcement authorities will be contacted to take custody of any child or vulnerable adult left unattended in the library exceeding 15 minutes during open hours or after closing time (5 minutes after closing time) if attempts to contact the parent, legal guardian, or custodian are unsuccessful.

Board Overview

	FY 2019-2020	FY 2020-2021 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Last FY Feb.
Volumes Held at Start of Period	110,940		-3.35%	110,969	111,580	111,725	111,806	110,530	109,385	109,040	107,227	111,564
Freegal Music Circulation	295	256	30.17%	41	31	31	36	35	40	24	18	24
Electronic Audiobook Circulation	2,185	1,728	18.63%	185	164	194	235	222	242	256	230	177
Electronic Book Circulation	2,999	2,203	10.19%	279	278	243	261	288	279	284	291	225
Electronic Video Circulation	417	277	0%	15	6	36	54	11	30	79	46	42
Total Circulation	70,422	27,642	-41.12%	3,757	2,504	3,479	4,854	2,973	3,547	2,968	3,560	5,236
Number of Borrowers at End of Period	4,880		6.56%	5,172	5,181	5,185	5,179	5,183	5,189	5,195	5,200	5,146
Library Visits	51,372	521	-98.48%	0	0	0	0	0	0	0	521	5,437
Total Number of Reference Questions	2,974	1,494	-24.65%	186	158	216	208	212	176	166	172	239
Total Number of Programs	620	160	-61.29%	39	0	43	16	13	17	17	15	66
Total Number Attending Programs	10,741	2,650	-62.99%	395	0	86	1,423	145	260	160	181	887
Annual Meeting Room Use	335	0	-100.00%	0	0	0	0	0	0	0	0	41
Public Computer Usage (Wireless Included)	15,428	1,956	-80.98%	305	185	201	261	192	235	255	322	1,535
Wireless Computer Usage	7,347	1,607	-67.19%	279	155	180	217	180	186	186	224	696
Pages Viewed Online Catalog	17,023	10,461	-7.82%	1,669	1,188	1,432	1,292	1,477	956	1,241	1,206	1,299
Unique Visitors to Online Catalog	1,683	1,319	17.56%	194	174	171	166	180	132	160	142	178
Wowbrary users	2,221		-2.16%	2,195	2,191	2,208	2,192	2,187	2,191	2,182	2,173	1,651
Wowbrary pages viewed	5,699	5,639	48.42%	642	500	816	616	681	828	732	824	549
Wowbrary Click-Thru to Catalog	1,604	1,085	1.47%	164	61	92	142	151	246	111	118	155

Statistics – What is surprising is that more of our patrons are using our ebooks and eaudiobooks. Our streaming or evideo offerings are just a little down on an annualized basis. The number of borrowers has stayed steady with a small increase. As expected, we have dismal statistics in the number of programs, the number of attending programs, room use, and computer use. Unique visitors to our catalog and use of Wowbrary has increased with quite a few reserving materials online.

The Library was closed for 11 months and 1 day. We opened the building on February 17, 2021 with limited services and browsing available. Curbside services are still available for those patrons that do not feel comfortable in coming into the library. We have experienced exceptionally good cooperation with the patrons coming into the library. Some need reminding to keep both their nose and mouth covered. Overall, it has proven to be a good experience. Our patrons are excited to be back in the library.

We are making progress in weeding the collection prior to moving the fiction to the west side of the library and the nonfiction to the east side of the library. I will report at the meeting our progress. In the fiction, we are in the K authors and all the Nonfiction and Iowa sections have been moved to the east side.

The new HVAC controls system was put in the first week in March. Report at meeting.

We have started to plan for the Summer Library Programs for Children, Teens, and Adults. At this point in time, we are not planning any in-person programs with the idea of staying flexible.

March 2021 Perry Public Library Events

Books and Bites Program (1st-2nd Grade) – March 3

The March *Books and Bites* program for First and Second Graders is at 3:00 p.m., Wednesday, March 3. The featured story is *That's What Leprechauns Do* by Eve Bunting, and we will craft a leprechaun tic-tac-toe game and make Leprechaun Snack Mix together. This is a live Zoom program with Children's Librarian Suzanne Kestel, and participation is limited to fifteen children. The free program comes with a snack kit you pick up at the library prior to the program, but registration is required. Call the library for more information or to register by Monday, March 1: 515-465-3569.

Wee Wonders Recorded Programs for Babies – March 4, 18

New *Wee Wonders* recorded programs for babies 0-18 months old are posted the first and third Thursdays of the month on the Perry Public Library website: <http://www.perry.lib.ia.us>. The programs include songs, finger plays, simple stories, and developmentally appropriate activities. Registered participants also receive free parent handouts and a free book for each session, available for pickup during library open hours. Call: 515-465-3569 or email: skestel@perry.lib.ia.us to register.

Sweet Tweets Storytime Unit Begins – March 10

Families with children ages two to five are invited to join Perry Public Children's Librarian Miss Suzanne for a new virtual Storytime unit called *Sweet Tweets*. We will learn all about birds: owls, songbirds, flamingos, and birds that reside in Iowa. Beginning March 10, we will "meet" via Zoom on Wednesdays during March and April, at 10:15 a.m. Stories, songs, games, simple crafts, and pre-literacy activities will be incorporated into the programs, and Activity Kits are included. Storytimes are free, but registration is required. Call the library: 515-465-3569, register online: <http://www.perry.lib.ia.us>, or email Suzanne Kestel: skestel@perry.lib.ia.us to participate.

3rd-5th Grade Virtual Spring Break Program at the Library – March 16

Attention Third, Fourth, and Fifth Graders: break up your Spring Break and join a creative virtual program with Miss Suzanne at Perry Public Library. The Zoom program begins at 10:15 a.m., Tuesday, March 16. We will build an apple tower and create a pine cone creature! Spring Break library programs are free, but registration is required to receive an Activity Kit. Register online at: <http://www.perry.lib.ia.us> or call the library: 515-465-3569 to participate. Check out the bonus Virtual Magic Show with Rick Eugene - available on the library website all Spring Break week!

K-2nd Grade Virtual Spring Break *Lego* Program – March 18

A Spring Break program designed for children in Kindergarten through the Second Grade will be offered by Perry Public Library via Zoom, at 10:15 a.m., on Thursday, March 18. The live virtual program is presented by Children's Librarian Suzanne Kestel, and the focus is on *Lego* construction vehicles. Registration is required for this free program, which includes an Activity Kit containing two *Lego* construction vehicles you can keep! Registration for this program is limited to fifteen children. Register online (<http://www.perry.lib.ia.us>) or call the library: 515-465-3569. Check out the bonus Virtual Magic Show with Rick Eugene - available on the library website all Spring Break week!

Virtual *Mystery Book Club* Events – March 23, 24

The featured title for the March 2021 *Mystery Book Club* is *Black Widows* by Cate Quinn. The virtual book discussion begins at 7:00 p.m., Tuesday, March 23, via Zoom. The live Author Talk with Cate Quinn will take place the following day, at 6:00 p.m., Central Time, on Wednesday, March 24. Anyone interested may join Library Director Mary Murphy for the free events, but registration is required. Print books and ebooks will be available for participants. Call the library to register or for more information: 515-465-3569.

Virtual *Craft Club* March Event: *Hello or Welcome* Sign – March 29

The Perry Public Library *Craft Club* will hold a virtual event on Monday, March 29, at 6:00 p.m., via Zoom, and the featured craft is a *Hello or Welcome* sign. Registration and a \$5 materials fee are required by Monday, March 22, to receive the Craft Kit, available for pick-up March 25. Participants may choose between *Hello* and *Welcome* white or black vinyl lettering and designate background paint color at time of registration. The March *Craft Club* Presenter is Sarah Finn, and anyone interested is invited to join her for the free live presentation, accessible from the library website: <http://www.perry.lib.ia.us>. Call the library for more information or to register: 515-465-3569.