

# Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

**Thursday, April 8, 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 March 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 Conduct Policy
6. New Business
  - a. By-Laws of the Perry Public Library Board of Trustees
  - b. Displays, Posters, and Exhibits Policy
  - c. Library Access for Sex Offenders Against Minors Policy
7. Board Education – Library Policy
8. Open Forum
9. Next Regularly Scheduled Meeting is on May 13, 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, March 11, 2021 at 8 a.m.

Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, Rosa Gonzalez, 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 – Margaret Ruggle moved to approve the agenda with Heather Karolus seconding the motion. MCU.

Minutes – Heather Karolus moved, and Jeremy Winter seconded a motion to approve the minutes of the February 11, 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 #6031- #6035 in the amount of \$776.18 from the Gift Fund and the City of Perry Library Fund Status Report. MCU.

**Unfinished Business:**

Reopening – With the number of Covid-19 cases stable in our zip code, the Library will move forward in reopening the library by adding some easily cleaned seating, spaced apart. The Perry Maintenance Department will clean mid-day at 1 p.m. with Library Staff wiping down public surfaces at 5 p.m.

Library Budget – Margaret Ruggle moved to approve the FY2021-2022 City of Perry Budget with Heather Karolus seconding. MCU.

#### New Business:

Accreditation – The Library will again be applying for accreditation next February 2022. Our five-year strategic plan needs updating. We will be conducting a formal community survey in person, on paper in the library, and electronically. A community stakeholder meeting needs to convene to determine the service goals of the library. As a part of the accreditation process, the Library Board will also need to review all library policies. We will start today in reviewing two policies.

Library Conduct Policy – The proposed policy presented will take the place of the Library Behavior Policy and the Cell-Phone Policy. In the review of current policies, all new proposed policies will include an initial statement of why the policy is needed. In the case of the Library Conduct policy, we need to welcome all wanting to use our services but need to set out behavioral boundaries so that all can feel welcomed, comfortable, and safe. The Board suggested a couple of changes to the proposed policy. A policy incorporating the suggestions will be presented at the April Library Board Meeting.

Child and Vulnerable Adult Safety Policy – This policy replaces of the current Unattended Child Policy. Heather Karolus moved to approve the proposed Child and Vulnerable Adult Safety Policy with Margaret Ruggle seconding. MCU.

#### Board Education – Accreditation Process

#### Librarian's Report:

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 (Library card holders) 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.

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. Everything is working well with text messages sent to the Library Director and City of Perry Maintenance Manager Barry Chayet.

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.

The next normally scheduled meeting is on Thursday, April 8, 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.

Heather Karolus moved to adjourn the meeting with Rosa Gonzalez seconding. MCU. Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

**Register Report**  
3/3/2021 through 4/1/2021

4/1/2021

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Date	Num	Description	Memo	Category	Amount
<b>BALANCE 3/2/2021</b>					<b>36,849.43</b>
3/8/2021	DEP	S Deposit	D Oliviera/MT Fallon	Gifts And Memorials	200.00
			Nylene Hansen	Gifts And Memorials	250.00
				Donation Income	5.10
3/16/2021	DEP	S Deposit	K. Kline for W. Kastner	Gifts And Memorials	145.00
				Gifts And Memorials	45.00
3/22/2021	DEP	Deposit	Cash Register	Donation Income	15.00
3/29/2021	DEP	Deposit	Cash Register	Donation Income	15.00
4/1/2021	DEP	Deposit	Auto Transfer	PPLF	2,100.00
4/1/2021	6036	S Wells Fargo Visa		Programming	<b>-467.89</b>
			FB Boosting	Marketing Services	<b>-54.56</b>
				Office Furnishings	<b>-511.10</b>
4/1/2021	6037	Wells Fargo Visa		Children's Activities	<b>-745.73</b>
4/1/2021	6038	City Of Perry	March 2021	Credit Debit Card Reven...	<b>-25.90</b>
4/1/2021	6039	Fareway	March 2021 Expenses	Children's Activities	<b>-21.97</b>
4/1/2021	6041	Suzanne Kestel	March 2021 Expenses	Children's Activities	<b>-21.39</b>
4/1/2021	6040	Sue Brickner	Jan 13, 21, Feb 10, 23, M...	Outreach Mileage	0.00
4/1/2021	6042	S Mary K. Murphy	Craft Wooden Discs	Programming	<b>-20.31</b>
			National Library Week	Programming	<b>-38.14</b>
			First Book	Programming	<b>-13.97</b>
			First Book	Programming	<b>-933.32</b>
4/1/2021	6043	Perry Area Chamber ...	Adult Program Prizes - W...	Programming	<b>-240.00</b>
<b>3/3/2021 - 4/1/2021</b>					<b>-319.18</b>

**BALANCE 4/1/2021** **36,530.25**

**TOTAL INFLOWS** **2,775.10**

**TOTAL OUTFLOWS** **-3,094.28**

**NET TOTAL** **-319.18**

**Banking Summary**  
3/3/2021 through 4/1/2021

Category	3/3/2021-4/1/2021
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**INCOME**

Donation Income	35.10
Gifts And Memorials	640.00
PPLF	2,100.00
<b>TOTAL INCOME</b>	<b>2,775.10</b>

**EXPENSES**

Children's Activities	789.09
Credit Debit Card Revenue to City Hall	25.90
Marketing Services	54.56
Office Furnishings	511.10
Outreach Mileage	0.00
Programming	1,713.63
<b>TOTAL EXPENSES</b>	<b>3,094.28</b>

**OVERALL TOTAL** **-319.18**

**City of Perry Budget  
Perry Public Library  
Fund Status Report April 1, 2021**

Account Title	Total Budget	YTD Expended	YTD Balance	Pct Expended
<b>General Fund</b>				
WAGES	\$181,648.00	\$138,966.37	\$42,681.63	77%
WAGES - PT	\$54,500.00	\$35,311.44	\$19,188.56	65%
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	\$17,879.97	\$14,120.03	56%
TELEPHONE	\$4,500.00	\$3,265.01	\$1,234.99	73%
INSURANCE TORT/GENERAL	\$6,330.00	\$0.00	\$6,330.00	0%
CONTRACT SERVICES	\$16,000.00	\$11,750.85	\$4,249.15	73%
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%
<b>Benefit Fund</b>				
SOCIAL SECURITY	\$18,065.00	\$12,422.73	\$5,642.27	69%
IPERS	\$22,292.00	\$15,315.46	\$6,976.54	69%
PREMIUMS HEALTH INSURANCE	\$66,526.00	\$53,760.05	\$12,765.95	81%
PREMIUMS/LIFE/DISABILITY	\$1,055.00	\$703.60	\$351.40	67%
WORKERS COMPENSATION	\$303.00	\$214.97	\$88.03	71%
<b>Capital Funds</b>				
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	\$32,920.80	\$7,079.20	82%
CAPITAL/BUILDING	\$29,000.00	\$7,696.99	\$21,303.01	27%
<b>Gift Fund</b>				
MISCELLANEOUS	\$45,000.00	\$5,555.38	\$39,444.62	12%
CAPITAL/BOOKS	\$25,200.00	\$8,312.70	\$16,887.30	33%
<b>LIBRARY TOTAL</b>	<b>\$643,554.00</b>	<b>\$408,231.76</b>	<b>\$235,322.24</b>	<b>63%</b>

## **Bylaws of the Perry Public Library Board of Trustees**

### **I. Name and Purpose**

A. The name shall be the Perry Public Library Board of Trustees, hereafter referred to as the Board.

B. The Board will comply with the *Code of Iowa* in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance. The Board's specific powers and duties are set forth in Chapter 22 of the *Code of Ordinances, Perry, Iowa*.

### **II. Board Meetings**

A. The Board shall meet on the second Thursday of every month at 8:00 a.m. in the Perry Public Library's conference room.

B. A quorum shall consist of 3 members (from its total membership of 5 trustees).

C. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.

D. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.

E. The director of the Perry Public Library shall be present and participating at each meeting of the Board.

F. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

### **III. Officers and Committees**

A. Officers shall be Board president and secretary. The Board president shall be elected annually at the July meeting. The Library director shall serve as the secretary.

B. The president shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office. The secretary shall record all proceedings of the Board.

C. Any appointed committee shall act in an advisory capacity and shall report its recommendations to the full Board.

IV. Major Functions

- A. Hire and evaluate the library director.
- B. Set salaries and benefits for the library's personnel.
- C. Participate in the budget process and secure adequate financial support for the library's operations and services.
- D. Engage in planning for the library's future.
- E. Ensure library director and staff participation in training and continuing education.
- F. Participate in Board training and educational opportunities.
- G. Ensure the library's involvement in State Library and Library Service Area initiatives.

V. Amendments

- A. These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.



## 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 responsibility 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. Harass, intimidate, or discriminate against any member of the library staff or any patron, including cursing, campaigning, unwanted recruiting of any type, or sexual or physical threats.
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 caused 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 Conduct 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 April 2021

## **Displays and Exhibits**

The following guidelines govern exhibits in the library building:

- ❖ Exhibits must be of general interest and open to the public. Commercial exhibits are not accepted unless they are of a general educational nature.
- ❖ Individuals responsible for the display will arrange their own materials under the general supervision of the library staff, furnish their own easels or equipment necessary for display, and are responsible for any damage to library property.
- ❖ Individuals, organizations, or groups placing materials on exhibit must agree to assume all risk for articles exhibited and sign the "Agreement of Assumption of Risk" form.
- ❖ Permission for exhibits, length of time of exhibit, hours for viewing and any other regulations necessary is to be obtained from the Director.

Reviewed September 20, 2018

## **Posters**

Space permitting, the Library will post announcement of community activities and services. The following guidelines will apply:

- ❖ Posters, notices, and material for distribution should be submitted to the Librarian on duty.
- ❖ Items not approved for posting will be kept by the Library for five days, during which they may be picked up. Approved items will be posted. Items will remain posted at the discretion of the Library and will be discarded when removed. Unauthorized items will be removed.
- ❖ Posters of a religious or political nature will be posted only if they are educational or informative such as the announcement of a meeting or program.

Reviewed September 20, 2018

**Perry Public Library  
Agreement of Assumption of Risk**

For and in consideration of the agreement by the City of Perry, Dallas County, Iowa, a municipal corporation organized and existing pursuant to the laws of the State of Iowa, to allow me (or us) to display certain paintings or other objects owned or possessed by me, or under my control, in the Perry Public Library, Perry, Iowa, I

\_\_\_\_\_, do hereby assume all risk of loss,

(name)

damage, or destruction to the said paintings or other articles, whether the same shall be by vandalism, fire, and casualty, or from any other cause, or whether such loss or damage shall be the result of any negligence or misconduct of any person in the employ of the City of Perry, or otherwise, and I hereby agree to save and hold harmless the said City of Perry from any and all such damage and loss.

IN WITNESS THEREOF, I place my signature this \_\_\_\_\_ day of \_\_\_\_\_,  
(date) (month)

20\_\_\_\_.  
(year)

\_\_\_\_\_  
(signature)

## **Displays, Posters, and Exhibits Policy**

Display space and notice postings are available to educational, cultural, and nonprofit groups if they are not using obscenity or profanity, advocating violence, or in violation of the Iowa Hate Crimes Law. All notices and posters in designated public display areas will be reviewed and posted by staff.

Objections to notices or displays may be brought before the Perry Public Library Board through a written explanation of the objection and/or written request to discuss the objection with the Library Board at their monthly meeting.

All notices posted in the Library become property of the library and may be removed and discarded at any time.

The following guidelines govern exhibits in the library building:

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- ❖ Individuals responsible for the display will arrange their own materials under the general supervision of the library staff, furnish their own easels or equipment necessary for display, and are responsible for any damage to library property.
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- ❖ Posters of a religious or political nature will be posted only if they are educational or informative such as the announcement of a meeting or program.

Reviewed and Approved, April 2021



Proposed Policy  
No Changes

## Perry Public Library Agreement of Assumption of Risk

For and in consideration of the agreement by the City of Perry, Dallas County, Iowa, a municipal corporation organized and existing pursuant to the laws of the State of Iowa, to allow me (or us) to display certain paintings or other objects owned or possessed by me, or under my control, in the Perry Public Library, Perry, Iowa, I

\_\_\_\_\_, do hereby assume all risk of loss,  
(name)

damage, or destruction to the said paintings or other articles, whether the same shall be by vandalism, fire, and casualty, or from any other cause, or whether such loss or damage shall be the result of any negligence or misconduct of any person in the employ of the City of Perry, or otherwise, and I hereby agree to save and hold harmless the said City of Perry from any and all such damage and loss.

IN WITNESS THEREOF, I place my signature this \_\_\_\_\_ day of \_\_\_\_\_,  
(date) (month)

20\_\_\_\_.  
(year)

\_\_\_\_\_  
(signature)

Reviewed and approved, April 2021.

## **Sex Offender Policy**

The purpose of this policy is to ensure that the Library is in compliance with Iowa Code Chapter 692A that excludes registered sex offenders convicted of offenses against minors from public libraries. Sex offenders convicted of a sex offense against a minor shall not be present upon the real property of the public library and shall not loiter within three hundred feet of the real property boundary of the public library without written permission of the Library Director.

The Library Director may only give written permission as the result of a vote at a meeting of the Board of Trustees at which a quorum is present.

The issuance of a library card at any time to an individual who has been convicted of a sex offense involving a minor does not constitute permission to enter the library. Registered sex offenders convicted of sex offenses against minors may be eligible for some library services. They may receive information via telephone or online. They may register for a library card directly with the Director, or his or her designee, via telephone and make arrangements for a person of their choosing to select, check out, and return materials using the library user's card. They may also use that card to access the library's online materials or databases.

A registered sex offender convicted of a sex offense against a minor, who is legally entitled to vote, shall not be in violation of Iowa law solely for the period of time reasonably necessary to exercise the right to vote in a public election if the polling location of the offender is located at the public library. That individual shall also not be in violation of Iowa Law solely during the period of time reasonably necessary to transport the offender's own minor child to or from the library.

Violations of this policy will be immediately reported to law enforcement, and violators will lose all library privileges. Violators will be subject to prosecution for the violation of the Iowa Law.

Reviewed November 8, 2018

## **Library Access for Sex Offenders Against Minors Policy**

The purpose of this policy is to ensure that the Library is in compliance with the provisions of Chapter 692A of the Code of Iowa. Chapter 692 places certain legal restrictions on persons convicted of offenses against minors. Sex offenders convicted of a sex offense against a minor shall not be present upon the real property of the public library and shall not loiter within three hundred feet of the real property boundary of the public library. Any person found to be violating these provisions will be immediately reported to law enforcement.

The convicted sex offender against a minor may petition the Library Board for permission to be present upon the grounds of the library. Any such person may contact the Library Director by telephone, 515-465-3569 for more information and an application form. The completed application will be considered at the next regularly scheduled Library Board meeting. The Library Director may only give written permission as the result of a vote at a meeting of the Board of Trustees at which a quorum is present.

The issuance of a library card at any time to an individual who has been convicted of a sex offense involving a minor does not constitute permission to enter the library. Registered sex offenders convicted of sex offenses against minors may be eligible for some library services. They may receive information via telephone or online. They may register for a library card directly with the Director, or his or her designee, via telephone and make arrangements for a person of their choosing to select, check out, and return materials using the library user's card. They may also use that card to access the library's online materials or databases.

A registered sex offender convicted of a sex offense against a minor, who is legally entitled to vote, shall not be in violation of Iowa law solely for the period of time reasonably necessary to exercise the right to vote in a public election if the polling location of the offender is located at the public library. That individual shall also not be in violation of Iowa Law solely during the period of time reasonably necessary to transport the offender's own minor child to or from the library.

Violations of this policy will be immediately reported to law enforcement, and violators will lose all library privileges. Violators will be subject to prosecution for the violation of the Iowa Law.

Reviewed and Approved, April 2021

**Statistics – Report at meeting**

The Library has slowly reopened and added more seating for patrons. The Library is cleaned thoroughly in the morning by a Maintenance employee. Another Maintenance employee comes at 1 p.m. to wipe down all patron touchable surfaces including the bathrooms. At 4:45-5:15 p.m., Library staff take turns in wiping down all patron surfaces. Library staff are responsible for the circulation desk and their own work areas.

Patrons have been very compliant in wearing a masks within the library. However, sometimes they must be reminded about standing 6 feet away.

National Library Week is April 4-10. Usually, the Friends of the Perry Public Library bake cookies for our patrons. While that is not an option this year, all patrons coming in the library or using curbside library services will receive a goodie bag: adults receive a National Library Week bookmark, 2 Dove chocolate pieces, and a Perry Public Library pen while children receive all but the pen. Instead, they receive a box of crayons.

In addition, several patron-involved activities are planned: (1) an in-library scavenger hunt, (2) a Find-the-Clues activity that can be done outside the library for those that are still cautious about entering public spaces, and (3) a coloring page. For each activity of the three (3) activities accomplished, patrons can enter a grand prize drawing for Perry Bucks. The grand prize drawing will take place on Friday, April 9, at 4 p.m.

The Perry Area Chamber of Commerce will host a ribbon-cutting event at the Library on April 7, at 8:30 a.m. to celebrate National Library Week and recognizing our newly renovated space. We will also dedicate the Wilford Roberts' memorial gift to the Library of the table and chairs now residing in the front of the Library.

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

Several of the newly renovated items have had problems including the laminate on the swing door on the circulation desk, the new east doors' opening operating being glitchy, and the carpet coming up. All the work is still under warranty until October. When a problem arises, the subcontractor involved receives a phone call to come and repair the door, or the laminate, or the carpet. It is just a matter of staying in touch with the subcontractor to remind them what needs to be repaired.