

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, October 14, 2021 at 8 a.m.

THIS MEETING WILL BE HELD IN PERSON

1. Roll Call
2. Approval of Agenda
3. Approval of September 9, 2021 Meeting Minutes
4. Approval of Financial Statements: Gift Claims and City of Perry Library Line Items
5. Unfinished Business:
 - a. Reopening Plan
 - b. Special Project –Security Camera System Update
 - c. Strategic Plan Setting of Goals
 - d. Partnership with City of Perry and Hometown Heritage
 - i. Budget
 - ii. Oversight of Employees
 - iii. Security
6. New Business
 - a. Policy Review – Lock Down Policy, Gift and Donation Policy, Program Policy
7. Board Education – Accreditation
 - a. Strategic Plan
 - b. ADA Review
 - c. Checklist
8. Librarian Report
9. Open Forum
10. Next Regularly Scheduled Meeting is on September 9, 2021 at 8 a.m.?
11. Adjourn

The Perry Public Library Board of Trustees met in regular session on Thursday, September 9, 2021, at 8 a.m. Note: This meeting was held in-person at the Perry Public Library in the Large Meeting Room.

Board members Margaret Ruggle, Heather Karolus, Rosa Gonzalez, and Kendall Rathje were present. Library Director Mary Murphy, Deputy Director Misty VonBehren, Hometown Heritage Director Bill Clark, and City Administrator Sven Peterson were also present.

Board Member Kendall Rathje called the meeting to order.

Agenda – Heather Karolus moved to approve the agenda with Rosa Gonzalez seconding the motion. MCU.

Minutes – Margaret Ruggle moved to approve minutes from the July 8, 2021, meeting, and Heather Karolus seconded. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling \$4,101.53 and 16 checks, #6104 - #6119, totaling \$6,005.66. The City of Perry Library Fund Status Report was reviewed. Heather Karolus moved to approve the financial reports with Margaret Ruggle seconding the motion. MCU.

Unfinished Business:

Reopening – Most of the Library furniture has been moved back into the library. The library is now open on Monday through Thursday 10 a.m. to 8 p.m., Friday 10 a.m. to 6 p.m., and Saturday from 10 a.m. to 5 p.m. Due to a staffing shortage, the library will not be open on Sundays. We have advertised for another Library Clerk and will start interviews next week. When another Library Clerk is hired, the library will open on Sunday from 1 p.m. to 4 p.m. The meeting rooms are now available for meetings with a cleaning procedure between uses. We are staying up to date with the numbers of Covid-19 cases in the Perry zip code and encouraging the library staff to wear masks when interacting with the public.

Security Camera System Update – The Library was awarded the ARPA Grant of \$5,000 from the State Library of Iowa. Drees Company ordered the equipment and will notify us when they are ready to install the new system.

Strategic Planning Process -The community phone surveys are scheduled to occur the week of September 19th. We have a few more participants to recruit to reach the goal of 30-35. After State Library of Iowa Consultant Maryann Mori compiles the survey results, she will meet with Director Murphy to start creating

the new strategic plan. The Library policy review is scheduled to be done in December 2021. If all goes accordingly, the Library will be able to submit the accreditation application in January 2022.

New Business:

Collection Development Policies, which include Materials Selection, Responsibility for Materials Selection, Selection Guidelines, Reconsideration of Library Materials, Weeding Policy, and the Gift Policy, were reviewed. Margaret Ruggle moved to approve the proposed changes with Heather Karolus seconding. MCU.

Partnership with Hometown Heritage and the City of Perry – Director Bill Clark presented an overview of Hometown Heritage’s mission and its vast collection which has 15,000 images of Perry history, 656 oral histories, and 57 video oral histories. This partnership was designed to gather partners with strengths that complement each other to create a partnership synergy. The goal would be to staff the Carnegie Library Museum with two part-time Museum Librarian / Program Coordinators. They would perform the functions of a Library Clerk of opening and closing the building, checking out materials, helping patrons with research, and giving tours of the Carnegie Library Museum. When the previous-cited responsibilities are met, they would also help coordinate program logistics involving promotion, speakers, activities, set-up, tear down, catering, supplies, and research. The two positions would be City of Perry employees reporting to the Director of Hometown Heritage and the Perry Public Library Director. Hometown Heritage would raise funds to support these two positions.

City Administrator Sven Peterson cited a past consistent challenge of keeping these employees busy. With the proposed partnership between Hometown Heritage (HH hereafter), the City of Perry (City hereafter), and the Perry Public Library (Library hereafter), the Library could utilize these employees as program coordinators. The City invests \$18,000 to \$25,000 every year in heat, air conditioning, electricity, water, maintenance, and insurance for the Carnegie Library Museum (CLM hereafter) building. If the CLM were open to the public, both Perry residents and visitors would have increased access to the building and the HH collections. The City would like to keep the CLM and HH’s collections relevant to the Perry community.

At this moment in time, the City, HH, and the Library are considering what is next for each of their organization and how a partnership could benefit Perry. With this proposed partnership, Perry’s history, in the form of HH’s collection and the

CLM, would be accessible and give relevance to residents about their town's history.

The Library Board supports the concept of the partnership among the three entities with some concerns that need to be addressed.

Concerns include:

- 1) Sustainable Budget that includes wages, supplies, technology, and programming,
- 2) Additional Responsibility for the Library Director, and
- 3) ADA guidelines about accessibility would have both the upstairs entrance and downstairs entrance open with one staff person in the building. Current staffing procedure at the Library is that there are always two staff in the Library at all times for safety reasons. When the CLM was originally staffed as a Library (back in the 80's and 90's) there were always two staff in the building – one upstairs and one downstairs. A possible solution to this challenge would be a panic button / necklace similar to what elderly people wear if they fall and need help.

Librarian's Report:

Statistics – Report at meeting.

Grant Report:

CARES Act: \$12,400 to make books more accessible during the pandemic to elementary, middle, and high school students. All Funds expended. The books in my office are designated for the two new Little Libraries at Perry Elementary School and Perry Middle School.

United Way-Equity Challenge Grant: Requested \$5,000. We will be notified on 6/15/21. Continuing of CARES Act grant goals and objectives. Grant request denied.

4RKids: \$500 for a Little Library at the Library for 2–5-year-olds. Received \$587.

ARPA Grant through the State Library of Iowa: Requesting \$5,000, application due June 15, 2021: Upgrade to Security Camera system. Yes, we will receive the \$5,000 grant but it will be as a reimbursement. I contacted Drees and they ordered the new cameras and computer for the new security camera system.

State Historical Society of Iowa, Inc. – Partnered with Hometown Heritage, Art on the Prairie, and Hispanics United for Perry for a series of five programs on “Re-awakening History Through Our Own Stories.” Received \$7,500. Programming scheduled to start February 2022.

In-person children's programming will start the week of September 8th. We will have a combination of in-person storytimes and zoom storytimes. The in-person storytimes will meet in the Community Room (aka the large meeting room) with social distancing and masks greatly encouraged along with hand sanitizing to be safe.

We are quickly approaching 11 months since substantial completion of the Library renovation and it is typical to do an 11-month walk through with the Owner, Architect, and Contractor prior to the 12-month general construction warrantee window being over. The 11-month walk through is schedule for September 21, at 9:30 a.m.

The replacement of the vertical blinds has been completed. The new library signage was installed on Friday, September 3rd. The next major project will be painting the Library interior. The entire interior painting project will take place over two years, this fiscal year and next fiscal year.

The City of Perry's Maintenance Manager Barry Chayet has requested a bid on a new library roof. He has noticed rust spots on the roof that can be seen from the third floor of the Security Bank building. This capital expense would, hopefully, be put in the FY2022-2023 budget, covering July 1, 2022 to June 30, 2023.

The next normally scheduled meeting is on Thursday, October 14, 2021, at 8 a.m. in the library's Community Room (aka the large meeting room). The public is always welcome.

Rosa Gonzalez moved to adjourn the meeting with Margaret Ruggle seconding. MCU.
Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

Register Report

9/3/2021 through 10/5/2021

10/5/2021

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Date	Num	Description	Category	Amount
BALANCE 9/2/2021				28,071.27
9/7/2021	DEP	Deposit	Gifts And Memorials	10.25
9/7/2021	DEP	Deposit	PPLF	2,100.00
9/8/2021	DEP	FDMS_Settlement Deposit		0.60
9/10/2021	DEP	Nayax Reimburse		9.24
9/13/2021	DEP	Deposit	Gifts And Memorials	300.10
9/20/2021	DEP	Gifts And Memorials		65.00
9/23/2021	DEP	Deposit	Reimbursement	2,992.32
9/27/2021	DEP	S Deposit	Gifts And Memorials	100.00
			Gifts And Memorials	5.20
9/27/2021	6120	Deal's Orchard	Healthy Steps Progr...	-250.00
9/27/2021	6121	Department Of Inspections ...	License Fee	-15.00
10/4/2021	DEP	S Deposit	Gifts And Memorials	50.00
			Gifts And Memorials	23.30
10/5/2021	DEP	Deposit	PPLF	2,100.00
10/5/2021	DEP	Deposit	Room Rental	50.00
10/5/2021	6122	S Wells Fargo VISA	Marketing Services	-36.00
			Programming	-362.70
10/5/2021	6123	City Of Perry	Credit Debit Card R...	-46.60
10/5/2021	6124	ASI Signage Innovations	Signage	-125.00
10/5/2021	6125	Fareway	Programming Expen...	-47.92
10/5/2021	6126	Misty VonBehren	Programming	-10.00
9/3/2021 - 10/5/2021				6,912.79
BALANCE 10/5/2021				34,984.06
TOTAL INFLOWS				7,806.01
TOTAL OUTFLOWS				-893.22
NET TOTAL				6,912.79

Banking Summary
9/4/2021 through 10/5/2021

Category	9/4/2021- 10/5/2021
INCOME	
Uncategorized	74.84
Gifts And Memorials	488.85
PPLF	4,200.00
Reimbursement	2,992.32
Room Rental	50.00
TOTAL INCOME	7,806.01
EXPENSES	
Credit Debit Card Revenue to City Hall	46.60
Healthy Steps Program	250.00
License Fee	15.00
Marketing Services	36.00
Programming	372.70
Programming Expenses	47.92
Signage	125.00
TOTAL EXPENSES	893.22
OVERALL TOTAL	6,912.79

City of Perry
Perry Public Library Fund Status Report
October 5, 2021

GL Budget Report: CULTURE & RECREATION - LIBRARY

Account Number	Account Title	Total Budget	YTD		Pct
			Expended	YTD Balance	Expended
Genral Fund					
001-410-6010	WAGES	\$192,690.00	\$51,840.42	\$140,849.58	27%
001-410-6020	WAGES - PT	\$56,135.00	\$13,182.71	\$42,952.29	23%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$49.00	\$951.00	5%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$113.77	\$886.23	11%
001-410-6371	UTILITIES	\$32,000.00	\$17,646.48	\$14,353.52	55%
001-410-6373	TELEPHONE	\$4,500.00	\$1,086.34	\$3,413.66	24%
001-410-6408	INSURANCE TORT/GENERAL	\$7,238.00	\$0.00	\$7,238.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$3,439.61	\$12,560.39	21%
001-410-6490	CONSULTANT & PROFESSIONAL	\$10,000.00	\$0.00	\$10,000.00	0%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$1,195.42	\$3,804.58	24%
001-410-6508	POSTAGE & SHIPPING	\$2,000.00	\$213.76	\$1,786.24	11%
Benefit Fund					
112-410-6110	SOCIAL SECURITY	\$19,035.00	\$4,652.84	\$14,382.16	24%
112-410-6130	IPERS	\$23,489.00	\$5,694.12	\$17,794.88	24%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$68,252.00	\$22,714.83	\$45,537.17	33%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,087.00	\$281.07	\$805.93	26%
112-410-6160	WORKERS COMPENSATION	\$276.00	\$130.23	\$145.77	47%
Capital Fund					
121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$15,345.00	\$0.00	\$15,345.00	0%
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$14,871.00	\$6,032.97	\$8,838.03	41%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$14,189.70	\$25,810.30	35%
122-410-6750	CAPITAL/BUILDING	\$32,077.00	\$45,965.60	(\$13,888.60)	143%
Gift Fund					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$7,683.57	\$37,316.43	17%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$2,297.60	\$22,902.40	9%
LIBRARY TOTAL		\$612,195.00	\$198,410.04	\$413,784.96	32%

Lockdown Policy

In the event of a police emergency such as an “Active Shooter”, it may become necessary to “Lockdown” the library to protect occupants and minimize the overall exposure to danger. A “Lockdown” is a temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an “Active Shooter” or similar incident.

When instructed by the Perry Police Department to initiate a “Lockdown” of the Perry Public Library, the following tiered level policy is to be implemented.

- **Low Level Lockdown** – Implement when alerted that an incident has occurred in the surrounding area. All exterior doors are locked, not allowing entry to anyone until the all clear has been sounded. Patrons would be allowed to conduct business as usual and to leave at their own risk through a staff-designated door.
- **Medium Level Lockdown** – Implement when alerted that an incident has occurred in the City of Perry. All exterior doors are locked, not allowing entry or exit to anyone until the all clear has been sounded. Patrons are not allowed to leave not only for their own safety, but also for the safety of others; including officers who would have to provide attention to their movements.
- **High Level Lockdown** – Implement when an incident occurs on or near the library premises. All exterior doors are locked, lights are eliminated, and persons are gathered into one location. No one is allowed to leave until the “all clear” has been sounded.

Reviewed and revised October 14, 2021

Program Policy

The Perry Public Library strives to provide quality programs of widespread community interest. The programs are designed to inform and educate the public, explore various aspects of culture, and serve as a recreational outlet. Through them new people may be introduced to the Library, library services showcased, and the Library serve as a vehicle for community groups and agencies to reach the public.

Volunteers and co-sponsorship enable the Library to offer more and broader programming. A cosponsored program is one in which the Library provides the space and some publicity. If the library staff is involved in developing or presenting the program, it is a library sponsored program.

When seeking co-sponsorship, the library staff uses the following guidelines:

- ❖ Programs are to be open to the public.
- ❖ Programs may require a nominal fee for instructors, materials, etc.
- ❖ The Library is to be presented as a continuing resource for further exploration of issues.
- ❖ Objectivity and balance are to be sought in programs dealing with public issues. This may be accomplished with a program or through several programs.
- ❖ Attendance figures will be made available to the Library.

Reviewed and Revised October 14, 2021

Gift and Donation Policy

The Library accepts gifts and donations with the understanding that the items will be added to the collection only if needed for library purposes. It is the policy of the Library not to accept special collections of books or other items when the donor stipulates they be kept together as a single entity. Offers of gifts of special collections of library materials and/or furniture, etc., will be referred to the Board of Trustees for consideration.

The Library accepts donations of books and dvds on behalf of the Friends of the Perry Public Library. Any donated item needed for the collection is routed directly to the library based on the same criteria applied to regular library purchases. Any materials added to the collection are the unrestricted property of the Perry Public Library and as such may be withdrawn from the collection.

All other materials sold in-house are for the benefit of the Friends of the Perry Public Library. Donated items that are not used for the collection and proved unsellable will be recycled or otherwise disposed of. The donor of any gift or donation should understand that the Library reserves the right to dispose of gifts if they are not acceptable or needed for the library's collections. Gifts of religious items will be accepted with the same stipulations that are applied to other gifts.

All items left anonymously will be kept for 4 weeks. The library will try to determine ownership of the item. If no ownership can be established, the item becomes the property of the Perry Public Library.

The Library cannot accept storage responsibility for books or other items owned by groups or individuals.

The use of gifts of money will be subject to the direction and discretion of the Library Director for programs and services currently in greatest need or may be designated by the donor for specific purposes within the library's programming, collection, and services criteria. The Director reports all gifts of money and their use to the Library Board.

Gifts that have been accepted become the property of the Library and may not be removed or relocated except by the Director.

Gifts are generally tax deductible and donors may request a receipt. However, the Library cannot appraise donations for tax purposes.

The Library Director will have final say of all donated material.

Reviewed and Revised October 14, 2021

Board Overview

	FY 2020-2021	FY 2021-2022 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Last FY Sep.
Volumes Held at Start of Period	106,485		0.88%	107,014	107,196	107,420	111,725
Electronic Music Circulation	382	118	23.56%	40	48	30	31
Electronic Audiobook Circulation	2,813	814	15.75%	325	261	228	194
Electronic Book Circulation	3,300	850	3.03%	354	258	238	243
Electronic Video Circulation	404	159	57%	59	59	41	36
Electronic Magazine Circulation							0
Total Circulation	46,653	14,309	22.68%	4,847	4,590	4,872	3,479
Number of Borrowers at End of Period	5,292		2.06%	5,330	5,355	5,401	5,185
Library Visits	9,534	10,978	360.58%	3,501	3,625	3,852	0
Total Number of Reference Questions	2,502	899	43.73%	304	288	307	216
Total Number of Programs	262	80	22.14%	50	6	24	43
Total Number Attending Programs	4,806	1,178	-1.96%	745	193	240	86
Annual Meeting Room Use	6	9	500.00%	0	3	6	0
Public Computer Usage	3,577	2,922	226.75%	947	1,050	925	201
Wireless Computer Usage	2,765	1,195	72.88%	341	434	420	180
Pages Viewed Online Catalog	14,941	3,016	-19.26%	1,022	1,008	986	1,432
Unique Visitors to Online Catalog	1,831	287	-37.30%	106	89	92	171
Wowbary users	2,127		-0.89%	2,118	2,113	2,108	2,208
Wowbary pages viewed	8,645	862	-60.12%	318	229	315	816
Wowbary Click-Thru to Catalog	1,540	157	-59.22%	58	49	50	92
Hotspot Pending Reserves First of Month	0			0	0	0	0
Hotspot Total Checkouts (Weekly)	150			26	20	16	0
Reserved Hotspot Total Checkouts (Daily)	0			0	0	0	0

In-person children's programming will start the week of September 8th. We will have a combination of in-person storytimes and zoom storytimes. The in-person storytimes will meet in the large meeting room with social distancing and masks greatly encouraged along with hand sanitizing to be safe.

Children's Librarian Suzanne Kestel and Director Mary Murphy are planning a Family Storytime in Wiese Park featuring the StoryWalk™ in November. This is the beginning of our Children's programming efforts to reach those families that cannot come to a daytime storytime at the Library.

A post renovation 11-month walk through occurred on September 21st with the Owner, Architect, and Contractor. This walk-through reviewed all warranty problems prior to the 12-month general construction warrantee window being over. Please see attached Ethos Design Group document that lists the issues that need to be addressed. Subcontractors have been coming in to "fix" the issues. We are meeting again on October 22, 2021 for the 12 month inspections.

The State Library of Iowa has changed the databases that they provide all Iowa Libraries. BrainFuse, a homework help database with live tutors went live this past month. It can be found on the Library's home page (www.perry.lib.ia.us) as you scroll down to the **Virtual Library green square**. We also received HelpNow and VetNow databases from the State Library under the BrainFuse collection of databases. VetNow connects veterans with an expert to learn more about eligible VA benefits and community resources. HelpNow has tools for Job Seekers that include the following:

- [Live Resume Coaching](#)
- [Live Interview Coaching](#)
- [Unemployment Assistance](#)
- [eParachute](#)
- [Job Resources](#)
- [Resume Templates & Resources](#)
- [Optimal Resume](#)
- [Interview Tips](#)
- [Interview Resources](#)
- [Career Prep and Job Resources](#)

I will be attending the Iowa Library Association meeting on Oct 7, 2021. I am taking part of a panel discussion titled, "Library Leaders Connect: Sharing Stories of Success, Challenge, and Inspiration." Report at meeting.

The Library has acquired a new resource that can be found in our card catalog. It shows up as a tab labelled "Read Alike" when you are searching for a new book or dvd. It reveals a selection of materials (most likely a book) that is very similar to a book you have read or want to read. Demonstration at the Board Meeting.



Perry Public Library Renovation - 11 Month Walk Through

Project Number: 2020.113
 Project Name: Perry Public Library - Renovation
 Date of Walk Through: 9/21/2021
 Date of Report: 9/22/2021
 Issued by: Dana Pedersen

Room Number	Room Name	#	Issue to be addressed	Photo	Responsibility	Corrected Date
148 / 149 / 150 / 151 / 152	Adult Collection / Teen / Seating Area	1	Re-adhere loose carpet tiles in several locations. ETHOS has engaged the carpet manufacturer to begin a 3rd evaluation process to better understand why the carpet tiles are loose in several different locations.	6-13		
132	Circulation Desk	2	Re-adhere loose carpet tiles on outside perimeter of the circulation desk.	6-13		
125	Vestibule	3	Door EX01 is not plumb with the frame. Owner stated that this was noticed immediately after construction. Contractor to adjust as needed for door to site level.	1		
		4	Door EX01 seal at threshold has slid loose and needs adjusted.	2		
126	Returns	5	Black Rubber sweep at book drop has torn loose. Contractor to contact manufacturer for replace sweeps.	3		
		6	Wall Protection trim around book drop has fallen off. Contractor to re-install trim.	3		
		7	Light Sensor does not turn on when space is occupied. Location make manual on difficult. Contractor to re-configure to "occupancy mode" which will allow it to operate auto-on/auto-off.	4		
103	Women's RR	8	Hand Dryers are not working.	5		
104	Men's RR	9	Hand Dryers are not working.	5		

FREE ONLINE TUTORING

- GET LIVE HOMEWORK HELP
- SUBMIT A QUESTION
- FORM ONLINE STUDY GROUPS
- PRACTICE STANDARDIZED TESTS ONLINE
- SEND YOUR PAPER TO THE WRITING LAB
- ACCESS FREE LESSONS AND VIDEOS
- CREATE YOUR OWN FLASHCARDS
- GET LIVE FAFSA HELP

powered by **brainfuse**

Go to your library's website and click on HelpNow to get started.

Brainfuse is made possible in part by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the State Library of Iowa.



PERRY PUBLIC LIBRARY

JOB DESCRIPTION

JOB TITLE: Library Director

General Description:

Assumes responsibility for the total library program, handling administrative duties including overall objectives, goals and policies. Supervises personnel. Prepares and manages library budgets. Coordinates public relations program and prepares reports for board members, state and library service areas.

Reporting Relationships:

Reports to: Library Board, ~City Administrator

Supervises: All library personnel

Characteristic Duties:

1. Initiates, develops, and implements library services and programs. Also HH at CLM.
2. Maintains Library Gift Fund.
3. Hires, trains, manages, and evaluates staff, including Hometown Heritage at the Carnegie Library Museum staff.
4. Maintains library collection of books, serial publications, documents, audiovisual, and other materials at the Perry Public Library, Hometown Heritage,, and the Carnegie Library Museum.
5. Oversees selection, ordering, and classifying of library materials.
6. Furnishes information on library activities, facilities, rules and services: PPL, CLM, and HH
7. Prepares monthly and annual reports pertinent to the Library, HH, and CLM.
8. Initiates and implements a staff development plan: PPL, HH at CLM.
9. Supervises public relations efforts: PPL, HH at CLM.
10. Represents Library and (HH at CLM) at city, county, regional and state meetings.
11. Analyzes and determines needed reference sources: PPL, HH at CLM.
12. Acts as Library Board secretary.
13. Formulates goals, collects and interprets statistics, and investigates new trends and developments in the library profession.
14. Prepares budget.(PPL, HH at CLM?)
15. Builds and maintains active community partnerships: PPL, HH at CLM.
16. Plans and directs special projects involving library promotion and outreach activities: PPL and HH at CLM.
17. Supervises maintenance of facility: ??? PPL and CLM
18. Oversees administrative matters: PPL and HH at CLM.
19. Negotiates contracts for services, materials and equipment: ????
20. Analyzes and plans for future information needs: PPL and HH at CLM.

21. Initiates research of new technologies and oversees maintenance of existing computer network: PPL and HH at CLM.
22. Oversees management of library and CLM automation software. Past Perfect??
23. Coordinates activities of Friends of the Perry Public Library organization.
24. Promotes sustainability for the Library by coordinating fundraising and grant-writing efforts for the Library, the Library Foundation, the Friends, and other community partners. HH at CLM
25. Assumes other duties as assigned.

Minimum Qualifications:

1. Bachelors Degree in Library Science, Education or related field.
2. Two years previous experience working in a library.
3. Previous supervisory experience.
4. Analytical, organizational and communication skills.
5. Experience in library technology.
6. Ability to work a flexible schedule, which may include some evenings and weekends.

Preferred Qualifications:

1. Master's Degree in Library Science.
2. Two years previous experience in library administration.

Physical and Environmental Requirements:

1. Must be able to perform medium physical activity including bending, reaching, standing, and sitting.
2. Must be able to lift or carry objects weighing up to 10 lbs. Some lifting up to 40 lbs.
3. Need to be sighted, able to hear a normal conversation, speak clearly and communicate both on the telephone and in person.

Equipment Used:

Microcomputers and related software/hardware, copier, fax, telephone and other related office equipment.

Disclaimer:

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in this description.