

# **Public Meeting Notice and Agenda**

**PERRY PUBLIC LIBRARY BOARD OF TRUSTEES**

will hold a meeting on

**Thursday, November 10, 2021 at 8 a.m.**

## **THIS MEETING WILL BE HELD IN PERSON**

1. Roll Call
2. Approval of Agenda
3. Approval of October 14, 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
    - iv. Memorandum of Understanding
6. New Business
  - a. Policy Review – Special Services – Copier, Fax, Audiovisual Equipment, Electronic Equipment
  - b. Policy Review – Promotion of the Library’s Services and Resources and Publicity
  - c. Policy Review -- Volunteers
7. Board Education – State Library of Iowa Annual Survey FY21
8. Librarian Report
9. Open Forum
10. Next Regularly Scheduled Meeting is on Thursday, December 9, 2021 at 8 a.m.?
11. Adjourn

The Perry Public Library Board of Trustees met in regular session on Thursday, October 14, 2021, at 8 a.m. Note: This meeting was held in-person at the Perry Public Library in the Community Room.

Board members Margaret Ruggle, Heather Karolus, Mark Miller, Rosa Gonzalez, and Kendall Rathje 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 – Kendall Rathje moved to approve minutes from the September 9, 2021, meeting, and Rosa Gonzalez seconded. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling \$7,806.01 and seven checks, #6120 - #6126, totaling \$893.22. 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 –The library is now open on Monday through Thursday 10 a.m. to 8 p.m., Friday 10 a.m. to 6 p.m., Saturday from 10 a.m. to 5 p.m., and Sunday from 1p.m. to 4 p.m. The meeting rooms are now available for meetings with a cleaning procedure between uses. We will be starting in-person programming for adults in October. 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 process now requires the Board to select Library Service Options or areas of focus for the library. The proposed options for the library to concentrate include Digital Learning, Critical Literacies, Lifelong Learning, Providing a Comfortable Space, and Staff Development.

Some suggestions to incorporate into the plan are as follows:

1. Maintaining the Little Libraries throughout Perry.

2. Hosting Traveling Exhibits like we are hosting the Bus Museum from the State Historical Society of Iowa during Art on the Prairie.
3. More Programming for 20' and 30's.
4. More Adult Learning Programming.
5. More Storytimes for Working Parents, also bilingual.
6. Set a goal to employ fulltime or part-time bilingual employee.

Partnership with City of Perry and Hometown Heritage – City Administrator Sven Peterson and Hometown Heritage President Bill Clark met with Library Director Mary Murphy to discuss the Library Board's concerns about the budget, the responsibilities expected of the Library Director, and security of the Carnegie Library Museum.

Bill Clark committed to raising funds for a Hometown Heritage operating budget for the next five years. Director Murphy developed a Job Description for the Library Director which includes oversight for the Hometown Heritage employees and their work. In discussing an hourly commitment for budgeting purposes, Director Murphy estimated one hour per day the Carnegie Library Museum is open. This is a rough estimate knowing that some days will be less and some may be more. There would be the expectation that the Library Director will be present for all Hometown Heritage programming. As far as security for the Carnegie Library Museum, an ARLO security camera system was suggested and a doorbell or chime for the lower-level door if a no warning sound was not included in the ARLO security system. The phone system would also have speed dial shortcuts for the Perry Police Department, the Perry Public Library, and City Hall.

#### New Business:

Policy Review – Kendall Rathje moved to approve the Lockdown Policy, the Gift and Donation Policy, and the Program Policy, with Heather Karolus seconding. MCU.

#### Librarian's Report:

Statistics – Report at meeting.

In-person children's programming will start the week of September 8<sup>th</sup>. We will have a combination of in-person storytimes and zoom storytimes. The in-person storytimes will meet in the Community 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 Bilingual Family Storytime in Wiese Park featuring the StoryWalk™ on November 20. 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 21<sup>st</sup> with the Owner, Architect, and Contractor. This walk-through reviewed all warranty problems prior to the 12-month general construction warranty 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](http://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](#)

All of these databases can be easily converted into Spanish and French as well as English.

Director Murphy attended the Iowa Library Association meeting on Oct 7, 2021. She participated in a panel discussion titled, "Library Leaders Connect: Sharing Stories of Success, Challenge, and Inspiration." Report at meeting.

The Library has acquired a new resource, Novelist, 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. It reveals a selection of materials (most likely a book) that is very similar to a book you have read or want to read.

The Library will once again take part in Art on the Prairie –on November 13 and 14, 2021. We will not have student art but will host local artists, have three Chad Elliot children's program, sponsor a craft, dedicate memorial art to Ivan Winger, and host the State Historical Society of Iowa bus Museum.

Board Education – Director Murphy outlines the detail of the accreditation application along with the supporting documents needed and ADA review required.

The next normally scheduled meeting is on Wednesday, November 10, 2021, at 8 a.m. in the library's Community Room (aka the large meeting room). The public is always welcome.

Meeting Adjourned at 9:20 a.m.

Respectfully submitted, Mary K. Murphy, Library Director

# Register Report

10/6/2021 through 11/5/2021

11/5/2021

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Date	Num	Description	Category	Amount
<b>BALANCE 10/5/2021</b>				<b>34,984.06</b>
10/18/2021	DEP	S Deposit	State of Iowa Direct State Aid	2,782.90
			Donation Income	0.75
10/18/2021	DEP	Deposit	Shred Event Donation	258.00
10/18/2021	6127	KM Gardens	Programming	-250.00
10/18/2021	6128	Sharon Garvey	Programming	-20.00
11/2/2021	6129	S Wells Fargo	Programming	-1,133.30
			Marketing Services	-32.91
11/2/2021	6130	Creative Sorce I...	Programming	-78.46
11/2/2021	6131	Sue Brickner	Outreach Mileage	-20.44
11/2/2021	6132	Mary K. Murphy	Programming	-102.68
11/4/2021	DEP	Deposit	PPLF	2,100.00
11/5/2021	6133	Chad Elliot	Programming	-600.00
<b>10/6/2021 - 11/5/2021</b>				<b>2,903.86</b>
<b>BALANCE 11/5/2021</b>				<b>37,887.92</b>
<b>TOTAL INFLOWS</b>				<b>5,141.65</b>
<b>TOTAL OUTFLOWS</b>				<b>-2,237.79</b>
<b>NET TOTAL</b>				<b>2,903.86</b>

## Banking Summary

10/6/2021 through 11/5/2021

11/5/2021

Page 1

Category	10/6/2021- 11/5/2021
<b>INCOME</b>	
Donation Income	0.75
PPLF	2,100.00
Shred Event Donation	258.00
State of Iowa Direct State Aid	2,782.90
<b>TOTAL INCOME</b>	<b>5,141.65</b>
<b>EXPENSES</b>	
Marketing Services	32.91
Outreach Mileage	20.44
Programming	2,184.44
<b>TOTAL EXPENSES</b>	<b>2,237.79</b>
<b>OVERALL TOTAL</b>	<b>2,903.86</b>

**City of Perry**  
**Library Fund Status Report**  
**November 4, 2021**

Account Number	Account Title	Total Budget	YTD Expended	YTD Balance	Pct Expended
<b>GENERAL FUND</b>					
001-410-6010	WAGES	\$192,690.00	\$66,661.20	\$126,028.80	35%
001-410-6020	WAGES - PT	\$56,135.00	\$17,871.03	\$38,263.97	32%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$221.00	\$779.00	22%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$210.75	\$789.25	21%
001-410-6371	UTILITIES	\$32,000.00	\$20,343.63	\$11,656.37	64%
001-410-6373	TELEPHONE	\$4,500.00	\$1,449.61	\$3,050.39	32%
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	\$1,691.84	\$3,308.16	34%
001-410-6508	POSTAGE & SHIPPING	\$2,000.00	\$226.27	\$1,773.73	11%
<b>BENEFIT FUND</b>					
112-410-6110	SOCIAL SECURITY	\$19,035.00	\$6,053.44	\$12,981.56	32%
112-410-6130	IPERS	\$23,489.00	\$7,424.32	\$16,064.68	32%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$68,252.00	\$28,487.33	\$39,764.67	42%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,087.00	\$411.41	\$675.59	38%
112-410-6160	WORKERS COMPENSATION	\$276.00	\$130.23	\$145.77	47%
<b>CAPITAL FUND</b>					
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	\$19,274.38	\$20,725.62	48%
122-410-6750	CAPITAL/BUILDING	\$32,077.00	\$47,715.52	(\$15,638.52) *	149%
<b>GIFT FUND</b>					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$10,909.81	\$34,090.19	24%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$2,297.60	\$22,902.40	9%
<b>LIBRARY TOTAL</b>		<b>\$612,195.00</b>	<b>\$240,851.95</b>	<b>\$371,343.05</b>	<b>39%</b>

\* Recall the Drees bill for Recontrol Work from FY21 was put into this line item. City of Perry Finance Officer Susie Moorehead assured Director Murphy this line will be amended and the Library will have use of the total allocated budget. Bill was \$17,650.

## **Photocopier**

Patrons are responsible for copying their own materials on the coin-operated copier. Black and white copies are 15 cents per exposure. Reproducible tax forms are also 15 cents per exposure. Color copies are 25 cents per page. Copying, either black and white or color, requiring staff assistance is 50 cents per exposure.

The patron assumes the responsibility for copying materials in accordance with copyright laws.

Reviewed November 2021

## **Fax**

A Fax machine is available for public use with staff assistance. Charges are \$1.00 per page for sending and receiving. The cover page has no charge. **Maximum charge is \$20.00.**

Reviewed November 2021

## **Audiovisual Equipment and Electronic Equipment**

All audio-visual equipment is loaned for two days. Equipment available for check out includes a LCD projector, overhead projector, laptop, laptop speakers and screen. Patrons borrowing equipment must be 18 years of age and possess a current library card. All fines must be cleared before materials will be loaned.

HotSpots are loaned for a period of one week. Patrons borrowing HotSpots must be 13 years of age and possess a current library card. All fines must be cleared before materials will be loaned.

Any equipment not returned by the date and time due will carry a late fee of \$5.00 per day. All fines must be paid before checking out additional materials. If equipment is repeatedly returned late or damaged the patron will lose equipment borrowing privileges.

Reviewed November 2021

## **Promotion of the Library's Services and Resources**

The Library has a responsibility to promote effective and maximum use of the library's services and resources by all citizens.

The goals of the Perry Public Library's public relations program are:

- ❖ To promote community awareness of the library's services
- ❖ To stimulate public interest in and use of the library
- ❖ To develop public understanding and support of the library and its role

The following means may be used to accomplish the foregoing goals:

1. Training sessions, workshops, and other evaluation aids for the staff to assure courteous, efficient, and friendly contact with the library patrons and the general public.
2. Promotion of the Library through contact with government officials, opinion leaders, service clubs, civic associations, and other community organizations by the Library staff and Board members.
3. Making the public aware of the Library's resources and services through the local media, our website, online services (such as Wowbrary) and social media (such as FaceBook).
4. Distribution of newsletters, brochures, and other promotional materials.
5. Sponsorship of classes, exhibits, and other library-centered activities.
6. Cooperation with other groups in organizing activities to satisfy the community's needs.

The Director or a designated staff member has the responsibility for coordinating the Library's public relations and public information activities.

Reviewed November 2021



## **Publicity**

The Library Director and staff will inform and encourage the public in the use of the Library through the local newspaper, radio station, community information sheet, our website, online services (such as Wowbrary), social media (such as FaceBook), and the local cable TV station.

Banners, posters, brochures, newsletters, and other forms of print and audiovisual media may be used to promote activities in the Library.

Communication with the local school district and city departments through brochures, information leaflets, our website, online services (such as Wowbrary), social media (such as FaceBook) and programming may also be used to promote the Library's activities throughout the community.

Reviewed November 2021

## Volunteer Policy

Volunteers bring the library enthusiasm, energy, added talents, and a fresh perspective. They enhance, rather than replace adequate staffing. They enrich the library's offerings, rather than provide basic services. Volunteer service aids the library in making the best use of its fiscal resources and contributes to sound working relationships with other city departments and recognized agencies, as well as with community groups and organizations. Volunteers are liaisons to the community and by their contribution are advocates for quality library service. The library and its volunteers must work together for mutual satisfaction.

### Program Guidelines

1. All volunteer tasks must aid the library in achieving its goals and objectives. The tasks must be consistent with the purpose and intent of the volunteer program. Volunteer talents, experience, and interests will be considered. The Volunteer Coordinator will schedule volunteer activities taking into account the library's needs and each volunteer's capabilities and wishes.
2. A staff member will serve as Volunteer Coordinator to oversee the volunteer program. The Volunteer Coordinator, in cooperation with the Friends of the Perry Public Library, will carry out recruitment, recognition, and appreciation activities.
3. Volunteers will be informed of their status regarding compensation, benefits, privileges, responsibilities, and city insurance.
  - a. The library does not compensate volunteers for time spent or expense incurred, except by prior special arrangement with the Library Director.
  - b. Volunteers working in the library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the city is negligent.
  - c. Volunteers are bound by the rules contained in the Circulation Policy, especially as it relates to privacy and confidentiality.
  - d. Individuals donating time to the library under the auspices of any other unit (e.g., scouts, churches, community organizations, etc.) may identify themselves with the unit, but may not promote it while working in the library.

### Volunteer Activities

- ❖ Shelving
- ❖ Straightening shelves
- ❖ Reading shelves (checking to be sure books are in order)
- ❖ Cleaning the covers of children's books
- ❖ Assisting with story time
- ❖ Assisting patrons using computers
- ❖ Reading with a child
- ❖ Studying with a student

- ❖ Helping with genealogical research
- ❖ Delivering books to shut-ins, senior citizens' homes, and retirement centers
- ❖ Working on projects with the Friends of the Perry Public Library
  - Work at the Friends quarterly book sales
  - Help set up or tear down at the quarterly book sales
  - Help to set up the Christmas trees the Saturday after Thanksgiving
  - Help during our Friends Annual Clean Up Day in January
  - Bake goodies for any of our events
  - Help with our Friends Annual Garage Sale in September

Reviewed November 2021

## Board Overview

	FY 2020-2021	FY 2021-2022 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Last FY Oct.
<b>Volumes Held at Start of Period</b>	106,485		<b>1.15%</b>	107,014	107,196	107,420	107,709	111,806
Electronic Music Circulation	382	155	<b>21.73%</b>	40	48	30	37	21
Electronic Audiobook Circulation	2,813	1,037	<b>10.59%</b>	325	261	228	223	235
Electronic Book Circulation	3,300	1,119	<b>1.73%</b>	354	258	238	269	261
Electronic Video Circulation	404	199	<b>48%</b>	59	59	41	40	54
Electronic Magazine Circulation								0
<b>Total Circulation</b>	46,653	20,210	<b>29.96%</b>	4,847	4,590	4,872	5,901	4,854
<b>Number of Borrowers at End of Period</b>	5,292		<b>2.51%</b>	5,330	5,355	5,401	5,425	5,179
<b>Library Visits</b>	9,534	14,630	<b>360.35%</b>	3,501	3,625	3,852	3,652	0
<b>Total Number of Reference Questions</b>	2,502	1,214	<b>45.56%</b>	304	288	307	315	208
<b>Total Number of Programs</b>	262	114	<b>30.53%</b>	50	6	24	34	16
<b>Total Number Attending Programs</b>	4,806	2,545	<b>58.86%</b>	745	193	240	1,367	1,423
<b>Annual Meeting Room Use</b>	6	19	<b>850.00%</b>	0	3	6	10	0
<b>Public Computer Usage</b>	3,577	3,872	<b>224.74%</b>	947	1,050	925	950	261
<b>Wireless Computer Usage</b>	2,765	1,722	<b>86.84%</b>	341	434	420	527	217
<b>Pages Viewed Online Catalog</b>	14,941	3,392	<b>-31.89%</b>	1,022	1,008	986	376	1,292
<b>Unique Visitors to Online Catalog</b>	1,831	380	<b>-37.74%</b>	106	89	92	93	166
<b>Wowbrary users</b>	2,127		<b>-1.41%</b>	2,118	2,113	2,108	2,097	2,192
<b>Wowbrary pages viewed</b>	8,645	1,073	<b>-62.76%</b>	318	229	315	211	616
<b>Wowbrary Click-Thru to Catalog</b>	1,540	259	<b>-49.55%</b>	58	49	50	102	142

In-person children's programming continue in November starting in the week of 9<sup>th</sup> and 10<sup>th</sup>. We have a combination of in-person storytimes and zoom storytimes. The in-person storytimes 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, along with Library Clerk Kayla Rothmeyer and new bilingual Storytime associate Sulema Lopez, will lead a Family Storytime in Wiese Park featuring the StoryWalk™ on November 20<sup>th</sup>. Coincidentally, November 14 through the 20 is National StoryWalk™ Week. Weekend Storytime programs are the beginning of our Children's programming efforts to reach those families that cannot come to a daytime storytime at the Library. It will also be bilingual.

A post renovation 12-month walk through occurred on October 22<sup>nd</sup> with the Owner, Architect, and Contractor. This walk-through reviewed all warranty problems prior to the 12-month general construction warrantee window being over. Subcontractors have been slowly coming in to fix the cited problems.

State Library of Iowa Annual Survey completed!!! Survey enclosed.

Grant Report at meeting.

Director Murphy will be presenting a breakout session at the Community Food Systems Annual Event sponsored by Iowa State Extension and Outreach on February 24 and 25 -- in person. Please see attached.

Library Closed for Veterans Day – November 11

State Historical Society of Iowa's Mobile Museum – History on the Move! November 12-14

A variety of interesting artifacts from around the state that tell the stories and bring to life the people and notable events that made Iowa history.

Art on the Prairie at Perry Public Library 2021 – November 13 & 14

- Host local artists and artisans

- Host three children's events with award-winning songwriter and artist Chad Elliot

- Exhibit original drawings from his book, Wilderman's Treetop Tales.

  - Saturday, November 13 at 10:30 a.m. and 1:30 p.m.

  - Sunday, November 14 at 1 p.m.

- Library craft station to create your own personalized art – scrabble tile and ribbon

- Dedication for the Ivan Winger Memorial art, at 12:00 noon, Saturday, November 13, with artist Jeff Easley

Monthly Book Club – November 16 at 1:00 p.m., Where'd You Go, Bernadette? by Maria Semple

Virtual Mystery Book Club Events – November 30, December 1, The Vanished Days by Susanna Kearsley

Indoor Farmers Market at the Library – Nov. 20 - 11:00 a.m. - 2:00 p.m., in Library Community Room.

Library Closed for Thanksgiving Holiday – November 25-26 Library will close at 5:00 p.m., on Wed, Nov. 24

Craft Club: Evergreen Candy Cane Door Hanger – November 29 at 6:00 p.m



### **Presentation Information**

**Title:** Food Rescue at your Local Library

**Description/ abstract:** Libraries are uniquely situated in communities to extend outreach services to those communities. In 2020, the Perry Public Library in Perry, Iowa started a food rescue program, rescuing or recovering produce headed to the garbage and ultimately landfills. With the guidance of Eat Greater Des Moines and help from a grant from a Dallas County Health Department, Iowa Department of Public Health, and Telligen, the rescue program was initiated in March 2020. As this pilot project was documented thoroughly, it has been repeated in other libraries and communities.

**Type/ length:** 45-minute breakout

**Presentation time:** (conference agenda TBD)