

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, February 10, 2021 at 8 a.m.

THIS MEETING WILL BE HELD IN PERSON

At the Perry Public Library

1. Roll Call
2. Approval of Agenda
3. Approval of January 13 Meeting Minutes
4. Approval of Financial Statements: Gift Claims and City of Perry Library Line Items
5. Unfinished Business:
 - a. Special Project – Security Camera System Update
 - b. Strategic Plan
 - c. Accreditation
6. New Business
 - a. Lock Down Policy
7. Board Education
8. Librarian Report
9. Open Forum
10. Next Regularly Scheduled Meeting is on Thursday, March 10, 2021 at 8 a.m.
11. Adjourn

The Perry Public Library Board of Trustees met in regular session on Thursday, January 13, 2022, at 8 a.m. Note: This meeting was held in-person in the Community Room at the Perry Public Library.

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

Board President Mark Miller called the meeting to order.

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

Minutes – Margaret Ruggle moved to approve the minutes from the December 9, 2021, meeting, and Kendall Rathje seconded. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling \$4,898.42 and seven checks, #6144 - #6150, totaling \$1,450.22. The City of Perry Library Fund Status Report was reviewed. Kendall Rathje moved to approve the financial reports with Margaret Ruggle seconding the motion. MCU.

Unfinished Business:

Security Camera System Update – The Library was awarded the ARPA Grant of \$5,000 from the State Library of Iowa. Drees Company has installed all the cameras except one. A bracket needed to be ordered for one of the outside cameras.

Strategic Plan – Director Murphy reviewed the second draft of the Strategic Plan for 2022-2026 with the Board. Activities and the expected date of completion for the activities are needed to finish the plan to the expected standards set by the State Library of Iowa. Mary will bring the Accreditation Application along with the finished Strategic Plan to the February Library Board meeting for approval.

Board Education – Director Murphy attended an online webinar on Intellectual Freedom in Iowa. Most of the online seminar focused on School Libraries, Collection Development Policies, and Iowa Code.

Librarian's Report:

New City of Perry Policy – All employees **MUST** wear trackers when outside conditions are icy, snowy, or slippery. A grant paid for fulltime employees' trackers, and they are here. Part-time employees will receive their trackers in a few weeks.

Yearbook Digitization Project – The Perry Public Library has contracted with Oklahoma Correctional Industries to digitize the Perry yearbooks, The Eclipse. We have boxed them up and sent them off with the postage being paid by OCI. The entire project should take four to six weeks. In the meantime, Hometown Heritage at the Carnegie Library Museum has a set of yearbooks also.

New Proposed Mission Statement: *Enabling our community to thrive by offering lifelong opportunities to connect, learn, and create.*

The City of Perry Safety Committee will conduct a safety walk through of the library in February 2022.

The solar project in the south parking lot is not finished, but it is moving forward slowly.

The Carnegie Library Museum re-opened on Tuesday, January 4, 2022. A partnership agreement between Hometown Heritage, the City of Perry, and Perry Public Library was approved by each partner.

Hometown Heritage, a local organization founded to serve Perry and its surrounding communities. Its mission is to encourage Perry's cultural and economic growth by preserving local history, supporting the arts, and celebrating life in small town Iowa with free events and access to its collections.

New Employees:

Museum Librarian: Hunter Martin

Museum Library Assistants: Joanne Warnock, Trista Cohea, and Terra Webb

The Hometown Heritage at the Carnegie Library Museum (HH@CLM) Schedule on Mary's Door

In February we will start cross training Museum Library Assistants as Library Clerk 1 to create flexibility in staff pool of employees.

Open Hours: Tu & Wed 10-4, Th 10-7, Fri & Sat 10-4, Sun 1-4, Walkie Talkies for safety

Phone Number: 515-465-7713

Proposed Programming

Reawakening History by Telling Our Stories with Videos

Century Farms

Genealogy Research

Celebrating Perry Programs: Perry Residents Hobbies/Avid Interests as exhibits and/or programs.

It will take some time to get HH@CLM functioning smoothly. HH@CLM will host an Open House on Saturday, January 22, 2022, from Noon to 2 p.m. Everyone is welcome.

January Library and Museum Programs

Winter Reading Programs for children, Teens, and Adults continue.

Children's Winter Storytimes Continue --- Bundle Up
Toddler Time - Tuesdays from 10:15 to 11
Fun for Fours and Fives - Wednesdays from 10:15 to 11

Wee Wonders Recorded Storytimes are posted twice monthly on our website: <http://www.perry.lib.ia.us>.

Chess Instruction/Open Play – January 5, 12, 19, 26
Wednesdays this January, at 4:30 p.m. in the Library Community Room, or by appointment with instructor David Oliveira.

Saturday Storytimes – January 8, 15, 22, 29 at 10:15 to 11 a.m.

Quarterly Classics Book Club Meeting – Jan. 11 at 7 p.m. @ Carnegie Library Museum Nicholas Nickleby by Charles Dickens.

Monthly Book Club – January 18 at 1 p.m. in the library Community Room. The Hate U Give by Angie Thomas

Open House at Hometown Heritage at the Carnegie Library Museum on Sat., Jan 22 from Noon to 2 p.m.

Virtual Mystery Book Club Events – January 25 at 7 p.m., January 26 at 6 p.m. True Crime Story by Joseph Knox

Craft Club: String Art – January 31 at 6 p.m., Monday, in the library Community Room.
String Art project, with a choice of double heart, cat, or dog paw pattern.

The next normally scheduled meeting is on Thursday, February 10, 2022, at 8 a.m. in the library's Community Room (aka the large meeting room). The public is always welcome.

Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

Register Report
1/6/2022 through 2/2/2022

2/2/2022

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Date	Num	Description	Memo	Category	Amount
BALANCE 1/5/2022					40,430.99
1/10/2022	DEP	Deposit	Cash Register	Donation Income	152.00
1/10/2022		Balance Adjustment		NAYAX Reimburse 9.92 + ...	11.27
1/17/2022	DEP	S Deposit		Room Maintenance	25.00
				Donation Income	16.00
1/24/2022	DEP	S Deposit	Wayne Burgett - multiple memo...	Gifts And Memorials	170.00
			Donnabelle Sievert by B Rueter	Gifts And Memorials	80.00
				Donation Income	15.00
				Donation Income	11.35
1/31/2022	DEP	S Deposit	Wayne Burgett	Gifts And Memorials	80.00
				Donation Income	100.47
				Room Maintenance	25.00
1/31/2022	6151	Drees Company	Security Cameras and NVR - In...	Technology Services	-11,281.00
1/31/2022	6152	Wells Fargo Visa	Suzanne's Visa January 2022 Bill	Programming	-12.00
1/31/2022	6153	S Wells Fargo Visa	FB Boost	Marketing Services	-181.05
				Programming	-127.95
1/31/2022	6154	S Ben's Five And Dime		Fundraising Expense	-204.69
			Craft Club Scrap Paper	Programming	-8.33
1/31/2022	6155	ASI Sign Systems	Invoice # 202274	Signage	-363.00
1/31/2022	6156	American Digital Mem...	Yearbook Digitization	Digitization Project	-738.56
1/31/2022	6157	Fareway	January 2022 Store Account	Children's Activities	-25.74
1/31/2022	6158	Perry Area Chamber O...	Perry Bucks	Winter Reading Prizes	-105.00
1/31/2022	6159	Sue Brickner	Nov, Dec 2021, Jan 2022 Milea...	Outreach Mileage	-16.97
1/31/2022	6160	Misty VonBehren	Perry Grand Tickets	Winter Reading Prizes	-40.00
1/31/2022	6161	Mary K. Murphy	PPE KN95 Masks	Office Supplies	-135.31
2/1/2022	6162	Void			0.00
2/1/2022	6163	Harland Ace Hardware	Craft Club Supplies	Craft Supplies	-13.99
2/1/2022	6164	George Minot	All Iowa Reads Book Discussion	Book Discussion Expenses	-285.00
2/1/2022	6165	Harland Ace Hardware	Craft Club Supplies	Craft Supplies	-27.98
2/1/2022	DEP	Deposit	Cash Register	PPLF	2,100.00
2/2/2022	6166	City Of Perry	January 2022	Credit Debit Card Revenu...	-122.50
1/6/2022 - 2/2/2022					-10,902.98
BALANCE 2/2/2022					29,528.01
TOTAL INFLOWS					2,786.09
TOTAL OUTFLOWS					-13,689.07
NET TOTAL					-10,902.98

Banking Summary

1/6/2022 through 2/2/2022

2/2/2022

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Category	1/6/2022- 2/2/2022
INCOME	
Donation Income	294.82
Gifts And Memorials	330.00
NAYAX Reimburse 9.92 + FDMS 1.35	11.27
PPLF	2,100.00
Room Maintenance	50.00
TOTAL INCOME	2,786.09
EXPENSES	
Uncategorized	0.00
Book Discussion Expenses	285.00
Children's Activities	25.74
Craft Supplies	41.97
Credit Debit Card Revenue to City Hall	122.50
Digitization Project	738.56
Fundraising Expense	204.69
Marketing Services	181.05
Office Supplies	135.31
Outreach Mileage	16.97
Programming	148.28
Signage	363.00
Technology Services	11,281.00
Winter Reading Prizes	145.00
TOTAL EXPENSES	13,689.07
OVERALL TOTAL	-10,902.98

City of Perry
Perry Public Library Fund Status Report
February 2, 2022

Account Number	Account Title	Total Budget	YTD Expend	YTD Balanc	Pct Expended
GENERAL FUND					
001-410-6010	WAGES	\$192,690.00	\$111,151.22	\$81,538.78	58%
001-410-6020	WAGES - PT	\$56,135.00	\$31,081.84	\$25,053.16	55%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$296.00	\$704.00	30%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$494.43	\$505.57	49%
001-410-6371	UTILITIES	\$32,000.00	\$25,468.91	\$6,531.09	80%
001-410-6373	TELEPHONE	\$4,500.00	\$2,532.69	\$1,967.31	56%
001-410-6408	INSURANCE TORT/GENERAL	\$7,238.00	\$0.00	\$7,238.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$4,676.36	\$11,323.64	29%
001-410-6490	CONSULTANT & PROFESSIONAL	\$10,000.00	\$5,179.58	\$4,820.42	52%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$3,586.34	\$1,413.66	72%
001-410-6770	CAPITAL/BOOKS	\$0.00	\$316.40	(\$316.40)	0%
BENEFIT FUND					
112-410-6110	SOCIAL SECURITY	\$19,035.00	\$10,198.61	\$8,836.39	54%
112-410-6130	IPERS	\$23,489.00	\$12,547.18	\$10,941.82	53%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$68,252.00	\$45,103.29	\$23,148.71	66%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,087.00	\$714.47	\$372.53	66%
112-410-6160	WORKERS COMPENSATION	\$276.00	\$191.91	\$84.09	70%
CAPITAL FUNDS					
121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$15,345.00	\$5,639.17	\$9,705.83	37%
121-410-6723	CAP OUTLAY-HEAVY EQUIP	\$0.00	\$0.00	\$0.00	0%
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$14,871.00	\$7,155.11	\$7,715.89	48%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$30,693.20	\$9,306.80	77%
122-410-6750	CAPITAL/BUILDING	\$32,077.00	\$48,429.52	(\$16,352.52)	151%
GIFT FUND					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$17,508.30	\$27,491.70	39%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$2,567.28	\$22,632.72	10%
HH FUND					
178-410-6020	WAGES - PART TIME	\$0.00	\$2,393.41	(\$2,393.41)	0%
178-410-6110	FICA	\$0.00	\$179.45	(\$179.45)	0%
178-410-6130	IPERS	\$0.00	\$65.27	(\$65.27)	0%
LIBRARY TOTAL		\$612,195.00	\$368,495.45	\$243,699.55	60%

Library Lockdown Policy

1. 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.
2. When instructed by the Perry Police Department to initiate a "Lockdown" of the 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** – Implemented 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 February 2022

Yearbook Digitization Project – The digitization has been done and the yearbooks are on their way back to us. When the digitized data base is here, it will be added to our databases on our website.

New Proposed Mission Statement: Enabling our community to thrive by offering lifelong opportunities to connect, learn, and create.

The City of Perry Safety Committee has reorganized and will be going through an organizational meeting in February. The Safety walk through of the library will be in March. The February Safety Class focuses on electricity.

Several HVAC actuators are not working properly making the meeting rooms uncomfortably warm. Drees Company was here on February 1st, to look into the problem. Part of the problem was fixed but a new part needed to be ordered.

The painting of the street level of the library is about 65% done. The lighter gray wall color reflects more light and makes the inside of the library appear bigger.

The Solar Project is slowly moving ahead. No end date has been set.

Director Murphy along with Abigail Chihak from Dallas County Health Department and Aubrey Alvarez of Eat Greater Des Moines will be presenting at the Community Food Systems, CFS Conference in West Des Moines on February 25, 2022. We will be talking about *Food Rescue at your Local Library*.

2022 Community Food Systems Annual Event | 02.25.2022



Reacting and Adapting: Impacts of the COVID-19 pandemic on the food system and strategies for moving forward.

Join us for the 8th Community Food Systems Annual Event on Thursday, February 24 and Friday, February 25, 2022 at the West Des Moines Marriott in West Des Moines, Iowa, located at 1250 Jordan Creek Pkwy, West Des Moines, IA 50266.

The goal of the conference is to lift up best practices around the nation in all community food systems areas. Presentations will focus on impacts of the COVID-19 pandemic and will discuss strategies for moving food systems forward.

February Events

Winter Reading Programs will continue at Perry Public Library this month, ending February 28!

The library will continue to offer the walk-in Chess program at the library in February. Instruction and Open Play is scheduled for 4:30 to 5:30 p.m., Wednesdays, in the library Community Room.

The annual BRR (Bike Ride to Rippey) will take place on Saturday, February 5. Library patrons are reminded that parking near the library could be an issue that day.

Saturday Storytimes will continue at Perry Public Library in February, from 10:15 to 11:00 a.m., in the library Community Room. Saturday 12 and 26 are bi-lingual events!

The Perry Public Library Monthly Book Club will hold its February 2022 discussion at 1 p.m., Tuesday, February 15, in the Library Community Room. Special guest Chuck Offenburger will join Library Director Mary Murphy for a discussion of selected title *Bet the Farm* by Beth Hoffman.

Hometown Heritage at the Carnegie Library Museum will participate in the Chocolate Walk, February 12, 2022.

The Library will host The Indoor Farmer's Market on February 12, 2022 from 11 a.m. to 2 p.m.

Interested volunteers are invited to an organizational meeting for Hometown Heritage at the Carnegie Library Museum, at 6:00 p.m., Thursday, February 17, at the newly re-opened Carnegie Library Museum.

The Library will celebrate national Take Your Child to the Library Day, on Saturday, February 19. Join us for Saturday Storytime, from 10:15 to 11:00 a.m., in the library Community Room, register for a prize-drawing, and take home a treat bag! This is a day to celebrate all that libraries offer to their communities. We encourage families to get a free library card for each child and make reading a daily habit.

Library Closed for Presidents Day Holiday – February 21

Perry Public Library will be closed on Monday, February 21, for the Presidents Day holiday.

The Perry Public Library Virtual Mystery Book Club will hold its February Zoom book discussion with Library Director Mary Murphy on Tuesday, February 22, at 7:00 p.m. The selected title is *The Department of Rare Books and Special Collections* by Eva Jurczyk.

The Virtual Mystery Author Talk with Eva Jurczyk will be at 6:00 p.m. CT, Wednesday, February 23.

The Perry Public Library Craft Club will meet at 6:00 p.m., Monday, February 28, in the library Community Room with Hunter Martin. The featured craft will be a Shamrock Wreath.

The Library will host Beth Hoffman, author of *Bet the Farm*, on Sunday March 6, 2022 at 2 p.m. for an Author / Book Talk. *Bet the Farm* is the February selected book to read for the monthly Book Discussion.

2022 All Iowa Reads Community-Wide Book Discussion Announced – April 19