

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

August 8, 2024 Minutes

The Perry Public Library Board of Trustees met in regular session on Thursday, August 8, 2024 at 8:00 a.m.

Board members Kendall Rathje, Margaret Ruggle, Rosa Gonzalez, Alissa Whitmore, and Heather Karolus were present. Friends' of the Library President Kathy Miller, Vice President Becky Reuter, and Library Director Misty VonBehren were also present.

Rosa Gonzalez called the meeting to order at 8:02 a.m.

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 July 11, 2024 meeting and Kendall Rathje seconded the motion. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts from the period of July 1, 2024 – August 6, 2024, totaling \$4195.75, and checks #6623 - #6631, totaling \$1813.79. The City of Perry Library Fund Status Report and the July, City of Perry Library Claims Report totaling \$24314.07 were reviewed. Heather Karolus moved to approve the financial reports with Margaret Ruggle seconding the motion. MCU.

New Business –

- a. A review of the summer library program was given that highlighted the overall number registered and the financials for the program as follows:
 - 230 Registered Adults with Expenses of \$1252.09
 - 52 Registered Teens with Expenses of \$830.33
 - 402 Registered Children with Expenses of \$3775.87
 - 684 Total Registered with Total Expenses of \$5894.24, which includes a general expense of \$35.95 for the program manual

Latino Festival –

- a. A review of events and activities for the Latino Festival sponsored by Hispanics United for Perry was given. The library will participate with the following activities:
 - Three to Four staff members will staff the library tent and give out books and sign up new patrons for library cards.
 - The library will have a parade entry.
 - Absolute Science Bubble Stations.
 - Balloon Twister / Artist
 - Petting Zoo
 - PBS will be on site with the PBS STEAM trailer

Review Changes to Special Services Policy – this policy was reviewed and changed to reflect the new service of photo kiosk printing.

Special Services Policy

1. Photocopier / Printing

- ❖ Patrons are responsible for copying and printing their own materials on the coin-operated copier. Black and white copies are \$0.15 per exposure. Color copies are \$0.25 per exposure.
- ❖ The patron assumes the responsibility for copying materials in accordance with copyright laws.

2. Fax

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

3. Audiovisual Equipment and Electronic Equipment

- ❖ All audio-visual equipment is loaned for 1 day. Equipment available for check out includes a LCD 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 7 days. 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.

4. Photo Kiosk Printing

- ❖ Patrons are responsible for printing their own photos on the Photo Kiosk. Photos cost \$0.30 per 4 X 6 print, \$2.00 per 5 X 7 print, and \$5.00 per 8 X 10 print.

Reviewed and Updated July 2024

Heather Karolus moved to approve the financial reports with Kendall Rathje seconding the motion. MCU.

Board Education:

- a. Annual Survey – the requirements were reviewed and discussed pertaining to the annual survey that needs to be completed by October 31, 2024.

Librarian Report –

Library Director's Report August 2024 Misty VonBehren

The monthly statistics are still being gathered. I am in the process of delegating certain aspects of this process to other staff members.

On Thursday August 1 and Friday August 2, I attended the annual city leadership offsite work session. I always find these work sessions to be very productive and beneficial.

Planning for RVTV has started and the library and recreation departments will be helping to facilitate and plan the youth activities. There are planned meetings each week on Wednesday mornings. The event will be on Monday, September 2nd (Labor Day). Currently, the plan is to have most of the festivities in front of the Hotel Pattee, along Railroad Street, and along Second Street. Rukkus will be the band for the evening entertainment. The planning committee is finalizing the youth events and activities to determine an overall budget and cost.

The Kodak Picture Kiosk is operational and is being used by the public. The prices are consistent with what Bens Five and Dime charged.

This week, I have been meeting with several staff members to have 1:1 quarterly conversations. Saturday, August 10 will be the quarterly all staff meeting that will include full and part-time staff members.

I meet with Sven on the first and third Mondays to discuss various topics. We discussed the re-purposed police vehicle that will be used as a library outreach vehicle. He is having a mechanic evaluate the vehicle to see if anything needs to be done before transferring it to the library. We discussed a potential grant opportunity that would be an option to upgrade with a new more energy efficient vehicle. The grant is only available to upgrade existing individual department vehicles.

I will present the FY24 Year in Review at the September board meeting.

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The next normally scheduled meeting is on Thursday, September 12, 2024, at 8 a.m. in the library's Community Room. The public is always welcome.

Heather Karolus moved to close the meeting at 8:49 a.m. with Margaret Ruggie seconding the motion. MCU

Respectfully submitted, Misty VonBehren, Library Director