

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, December 9, 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 November 10, 2021 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 Setting of Goals
 - c. Partnership with City of Perry and Hometown Heritage
 - i. Budget
 - ii. Oversight of Employees
 - iii. Security
 - iv. Memorandum of Understanding
6. New Business
 - a. Capital Request for FY23
 - b. Perry Public Library Budget
7. Board Education – Intellectual Freedom
8. Librarian Report
9. Open Forum
10. Next Regularly Scheduled Meeting is on Thursday, January 13, 2021 at 8 a.m.
11. Adjourn

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

November 10, 2021

The Perry Public Library Board of Trustees met in regular session on Wednesday, November 10, 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 amended agenda with Margaret Ruggle seconding the motion. MCU.

Minutes – Kendall Rathje moved to approve minutes from the October 14, 2021, meeting, and Heather Karolus seconded. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling \$5,219.75 and nine checks, #6127 - #6135, totaling \$2,663.96. The City of Perry Library Fund Status Report was reviewed. Rosa Gonzalez moved to approve the financial reports with Kendall Rathje seconding the motion. MCU.

Unfinished Business:

Reopening –At this time, the library is now open as it was prior to the Pandemic shutdown.

Security Camera System Update – The Library was awarded the ARPA Grant of \$5,000 from the State Library of Iowa. Drees Company reported that the new equipment has arrived and has scheduled to install the new system later this month. It should take three days.

Strategic Planning Process – No progress has been made on the strategic plan. Director Murphy will bring the Strategic Plan to the December meeting.

Partnership with City of Perry and Hometown Heritage – The City Attorney has not reviewed the Memorandum of Understanding for the proposed partnership of the City of Perry, Hometown Heritage, and Perry Public Library. The Board reviewed the document.

The conditions that the Library Board put forth are as follows:

1. A five-year commitment of funding. Bill Clark committed to raising funds for a Hometown Heritage operating budget for the next five years.
2. 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. Hometown Heritage President Bill Clark agreed to this condition.

3. As far as security for the Carnegie Library Museum, an ARLO three 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. The City Administrator Sven Peterson agreed to this condition.

Hometown Heritage did receive the American Relief Plan Humanities Grant from the Iowa Arts Council which will pay for the wages of a two part-time Museum Librarians and the additional remuneration for the Library Director until June 28, 2021.

New Business:

Policy Review – Heather Karolus moved to approve the Special Services Policy which includes the Copier, Fax, Audiovisual Equipment, and Electronic Equipment, the Promotion and Publicity Policies, and the Volunteer Policy, with Maggie Ruggle seconding. MCU.

Board Education – The State of Iowa Annual Survey for FY2021 was reviewed. Director Murphy highlighted the changes due to the Covid-19 Pandemic and how some questions are not inclusive of all the library collection offerings.

Librarian's Report:

In-person children's programming continue in November starting in the week of 9th and 10th. We have a combination of in-person storytimes and Zoom storytimes. The in-person storytimes meet in the Library's Community room with social distancing and masks greatly encouraged along with hand sanitizing to be safe.

In-person Adult programming also started in October with the Craft Club, Monthly Book Discussion, Quarterly Classics Book Discussions, and high-interest program on identifying old tools and objects. The Mystery Virtual Book Discussion will remain a virtual program.

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 20th. 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 22nd 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. The Shaw Carpet representative and carpet expert met at the Library on Tuesday, November

9, 2021 to study the problem that has arisen with the carpet lifting up at the seams. The carpet expert trimmed the carpet (ever so slightly) at the joining edges where the carpet was lifting. It seemed to solve the problem.

State Library of Iowa Annual Survey completed! Survey enclosed.

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, 13, and 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 – Nov. 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

The next normally scheduled meeting is on Thursday, December 9, 2021, at 8 a.m. in the library's Community Room (aka the large meeting room). The public is always welcome.

Heather Karolus moved to adjourn the meeting with Rosa Gonzalez seconding.
Meeting Adjourned at 9:00 a.m.

Respectfully submitted, Mary K. Murphy, Library Director

Register Report

11/9/2021 through 12/2/2021

12/2/2021

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| Date | Num | Description | Category | Amount |
|------------------------------|------|---------------------|--|------------------|
| BALANCE 11/8/2021 | | | | 37,585.85 |
| 11/16/2021 | DEP | Deposit | Gifts And Memorials | 168.20 |
| 11/29/2021 | DEP | S Deposit | Room Maintenance | 25.00 |
| | | | Donation Income | 156.00 |
| 11/29/2021 | DEP | Deposit | | 0.00 |
| 11/29/2021 | DEP | S Deposit | Raffle tickets | 284.00 |
| | | | Donation Income | 11.40 |
| 12/2/2021 | DEP | Deposit | PPLF | 2,100.00 |
| 12/2/2021 | 6136 | S Wells Fargo Visa | Programming | -2,481.04 |
| | | | Staff TShirt Expense | -278.88 |
| | | | Marketing | -29.09 |
| 12/2/2021 | 6142 | Wells Fargo Visa | Materials:Children's Books | -269.68 |
| 12/2/2021 | 6138 | Harlan Ace Hardware | Programming Expenses | -24.57 |
| 12/2/2021 | 6139 | Fareway | Programming | -33.70 |
| 12/2/2021 | 6140 | City Of Perry | Credit Debit Card Revenue to City Hall | -188.70 |
| 12/2/2021 | 6141 | Marlu Abarca | Programming | -250.00 |
| 12/2/2021 | 6143 | Misty VonBehren | Programming | -20.33 |
| 11/9/2021 - 12/2/2021 | | | | -831.39 |
| BALANCE 12/2/2021 | | | | 36,754.46 |
| TOTAL INFLOWS | | | | 2,744.60 |
| TOTAL OUTFLOWS | | | | -3,575.99 |
| NET TOTAL | | | | -831.39 |

12/2/2021

Banking Summary
11/9/2021 through 12/2/2021

Page 1

| Category | 11/9/2021- 12/2/2021 |
|--|-------------------------|
| INCOME | |
| Donation Income | 167.40 |
| Gifts And Memorials | 168.20 |
| PPLF | 2,100.00 |
| Raffle tickets | 284.00 |
| Room Maintenance | 25.00 |
| TOTAL INCOME | 2,744.60 |
| EXPENSES | |
| Uncategorized | 0.00 |
| Credit Debit Card Revenue to City Hall | 188.70 |
| Marketing | 29.09 |
| Materials | |
| Children's Books | 269.68 |
| TOTAL Materials | 269.68 |
| Programming | 2,785.07 |
| Programming Expenses | 24.57 |
| Staff TShirt Expense | 278.88 |
| TOTAL EXPENSES | 3,575.99 |
| OVERALL TOTAL | -831.39 |

City of Perry
Perry Public Library Fund Status Report
December 2, 2021

| GL Budget Report: CULTURE & RECREATION - LIBRARY | | | | | |
|---|---------------------------|---------------------|---------------------|---------------------|--------------|
| Account Number | Account Title | Total Budget | YTD Expended | YTD Balance | Pct Expended |
| General Fund | | | | | |
| 001-410-6010 | WAGES | \$192,690.00 | \$81,491.21 | \$111,198.79 | 42% |
| 001-410-6020 | WAGES - PT | \$56,135.00 | \$22,685.32 | \$33,449.68 | 40% |
| 001-410-6240 | TRAVEL AND CONFERENCE | \$1,000.00 | \$221.00 | \$779.00 | 22% |
| 001-410-6310 | REPAIR & MAINTENANCE BLDG | \$1,000.00 | \$298.75 | \$701.25 | 30% |
| 001-410-6371 | UTILITIES | \$32,000.00 | \$20,343.63 | \$11,656.37 | 64% |
| 001-410-6373 | TELEPHONE | \$4,500.00 | \$1,815.44 | \$2,684.56 | 40% |
| 001-410-6408 | INSURANCE TORT/GENERAL | \$7,238.00 | \$0.00 | \$7,238.00 | 0% |
| 001-410-6413 | CONTRACT SERVICES | \$16,000.00 | \$3,634.18 | \$12,365.82 | 23% |
| 001-410-6490 | CONSULTANT & PROFESSIONAL | \$10,000.00 | \$0.00 | \$10,000.00 | 0% |
| 001-410-6506 | OFFICE SUPPLY | \$5,000.00 | \$1,770.71 | \$3,229.29 | 35% |
| 001-410-6508 | POSTAGE & SHIPPING | \$2,000.00 | \$226.27 | \$1,773.73 | 11% |
| 001-410-6770 | CAPITAL/BOOKS | \$0.00 | \$316.40 | (\$316.40) | 0% |
| Benefit Fund | | | | | |
| 112-410-6110 | SOCIAL SECURITY | \$19,035.00 | \$7,464.43 | \$11,570.57 | 39% |
| 112-410-6130 | IPERS | \$23,489.00 | \$9,151.72 | \$14,337.28 | 39% |
| 112-410-6150 | PREMIUMS HEALTH INSURANCE | \$68,252.00 | \$34,001.38 | \$34,250.62 | 50% |
| 112-410-6152 | PREMIUMS/LIFE/DISABILITY | \$1,087.00 | \$411.41 | \$675.59 | 38% |
| 112-410-6160 | WORKERS COMPENSATION | \$276.00 | \$150.79 | \$125.21 | 55% |
| Capital Funds | | | | | |
| 121-410-6721 | CAP OUTLAY-FURN/FIXTURES | \$15,345.00 | \$1,657.45 | \$13,687.55 | 11% |
| 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 | \$22,052.36 | \$17,947.64 | 55% |
| 122-410-6750 | CAPITAL/BUILDING | \$32,077.00 | \$48,429.52 | (\$16,352.52) | 151% |
| Gift Fund | | | | | |
| 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% |
| LIBRARY TOTAL | | \$612,195.00 | \$275,362.35 | \$336,832.65 | 45% |

Carnegie Library Museum Management Memorandum of Understanding

The parties to this AGREEMENT are as follows: City of Perry; an agency hereinafter referred to as the City, Fullhart/Carnegie Charitable Trust, DBA Hometown Heritage, an agency, hereinafter referred to as the Organization, and the Perry Public Library, an agency hereinafter referred to as the Library. Together all the above entities will be referred to as the Parties.

ARTICLE I

The purpose of this AGREEMENT is to facilitate cooperation in providing interpretation and limited operational management for the Carnegie Library Museum (1123 Willis Avenue) hereinafter referred to as the Carnegie.

ARTICLE II

The duration of this AGREEMENT shall begin when signed by the administrators of (all) parties. The AGREEMENT shall continue in force for five (5) years.

Amendments to this AGREEMENT may be made if the amendments are mutually agreeable to (all) parties.

ARTICLE III

The AGREEMENT may be terminated upon 30 days written notice to all parties should it be determined that any party is failing to comply with the terms of the AGREEMENT. If the legal status or statutory obligation of either party changes and the party is prohibited from participating in this AGREEMENT, termination or modification may be effected by notification of the other parties in writing

ARTICLE IV

The administrator of each party involved in this AGREEMENT, or their designees, shall serve as administrators of this AGREEMENT.

ARTICLE V

Conditions

1. General Conditions

- a. The Parties agree to mutually hold each other harmless from any and all claims, demands, losses, liabilities, or legal expenses which might arise on account of injury to any person or damage to any property occurring from actions except as deemed gross negligence by legal determination. The Parties will not assume any responsibility or liability for the acts or omissions of the other parties to this agreement or their agents.

- b. It is agreed that, during the duration of this AGREEMENT, the Organization and Library will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of a person's race, color, national origin, sex, age, or impairment.
- c. All laws, rules, and regulations applying to the use and management of historical sites under the jurisdiction of the City shall apply to this property insofar as possible, taking into account the terms of this AGREEMENT.
- d. The City reserves the right to enter the site and buildings at any time for any purpose in connection with programs of the City and use or maintenance of the facilities.

2. Development and Operations

- a. Development of the property shall remain the responsibility of the City. No modifications or improvements to the site or buildings may be made by the Organization without City review of written proposals and approval of the same by the City Administrator.
- b. The Organization shall set and maintain regular Hours of Operation of the Carnegie.
- c. Management

The Organization and Library will provide year-round oversight of the Carnegie, local promotion and publicity, volunteer recruitment and management, programming, exhibit assistance and tours of the Carnegie.

3. Staffing

- a. The Organization and Library will recruit, train, supervise and pay a staff person who will act as the Carnegie site manager.
- b. The Organization (and the Library) will recruit, train, schedule, support, and supervise Volunteers.
- c. Staffing of the CLM- Staff shall be employees of the City of Perry and Supervised by the Perry Public Library Director. The Organization shall reimburse the City for all staffing costs including all benefits associated for work performed on behalf of the Organization. The City shall bill the Organization quarterly for staffing costs.

4. Interpretation

- a. The Organization and the Library agree to provide public access and interpretation of the Carnegie Library Museum.
- b. Interpretation of the site will be conducted through the efforts of the Parties Interpretation plans, including content, storyline, format, and procedures, may be developed by the (Parties) in collaboration. (Deleted with the City)

- c. Special events organized by the Organization and Library will be the responsibility of the Organization and Library including the cost of actors, entertainment, publicity, rentals, and clean-up.

5. Collections Management

- a. The collections of the Carnegie Library Museum shall be maintained and managed in a manner consistent with the collections policy of the City and as may otherwise be specified by the City.

6. Furniture, Fixtures and Equipment (FF&E)

- a. FF&E. Unless otherwise agreed by the parties, all FF&E purchased by City funds shall be the property of the City. All FF&E purchased or provided solely by the Organization and Library shall be the property of those entities. Library would be covered by the City.
- b. Property Donated to the Organization. Any FF&E, other property, cash or articles donated to the Organization shall become the property of the Organization to which it is given. If any gifts are given under terms that they be returned to the donor, those terms shall be honored. If damage to the Carnegie results from any removal, the Organization will repair the damage at its sole expense.
- c. Property Donated to City. Any FF&E, other property, cash or articles donated to the City for Carnegie use shall become the property of the City. If any gifts are given under terms that they be returned to the donor, those terms shall be honored.
- d. The Organization shall provide all initial FF&E. The City may provide funding for the initial FF&E pursuant to a budget request from the Organization or Library. The Organization shall maintain the FF&E. At the termination of this Agreement it shall surrender all FF&E to the City except FF&E provided solely by the Organization with the Organization funds and carried on the Organization's inventory, including that equipment repaired or replaced by the Organization, in similar condition to that in which it was received, reasonable wear and tear excepted. The Organization shall provide an annual inventory of the Organization's FF&E to the City at the end of each fiscal year. At the termination of this Agreement, FF&E owned or provided by the Organization that is affixed to the building may be removed, providing any damage upon such removal is repaired by the Organization.
- e. Organization Property. Unless otherwise agreed, the Organization shall obtain at its cost and shall be the owner of all FF&E used by it as part of its management function. The Organization shall maintain an inventory of these items.

7. Maintenance

- a. The Organization and Library shall be responsible for keeping public areas in a safe, appropriate, and presentable fashion.
- b. The City will remain responsible for repairs to the building and grounds. The Organization and Library will notify the City of repairs and maintenance as needed, and will work cooperatively to obtain funds to maintain the building.
- c. The Organization will be responsible for exhibit repairs and improvements to their own exhibits.
- d. The City will be responsible for building insurance, utilities and telephone services.

8. Grant Funds

- a. City must be notified of any intent to apply for grant funding for building maintenance, and all grant applications must be coordinated and approved for submission by the City. Grant applications will be submitted by the City and any grant funds awarded will be received by City for grant management. Expenditures for grant funded projects will be billed to, and paid directly by the City.

9. Miscellaneous

- a. The Organization shall have use of the Town/Craft Building for storage of archives and meetings.
- b. The Organization shall work cooperatively with other entities, including the City, to host programs and events.

City Administrator

Date

Fullhart/Carnegie Charitable Trust,
DBA Hometown Heritage

Date

Perry Public Library Board President

Date

Board Overview

| | FY 2020-2021 | FY 2021-2022 Year to Date | Fiscal Year % Change | Jul. | Aug. | Sep. | Oct. | Nov. | Last FY Nov. |
|---|--------------|---------------------------|----------------------|---------|---------|---------|---------|---------|--------------|
| Volumes Held at Start of Period | 106,485 | | 1.39% | 107,014 | 107,196 | 107,420 | 107,709 | 107,966 | 110,530 |
| Electronic Music Circulation | 382 | 192 | 20.63% | 40 | 48 | 30 | 37 | 37 | 20 |
| Electronic Audiobook Circulation | 2,813 | 1,261 | 7.59% | 325 | 261 | 228 | 223 | 224 | 222 |
| Electronic Book Circulation | 3,300 | 1,336 | -2.84% | 354 | 258 | 238 | 269 | 217 | 288 |
| Electronic Video Circulation | 404 | 248 | 47% | 59 | 59 | 41 | 40 | 49 | 11 |
| Electronic Magazine Circulation | | | | | | | | | 0 |
| Total Circulation | 46,653 | 25,637 | 31.89% | 4,847 | 4,590 | 4,872 | 5,901 | 5,427 | 2,973 |
| Number of Borrowers at End of Period | 5,292 | | 2.97% | 5,330 | 5,355 | 5,401 | 5,425 | 5,449 | 5,183 |
| Library Visits | 9,534 | 19,528 | 391.58% | 3,501 | 3,625 | 3,852 | 3,652 | 4,898 | 0 |
| Total Number of Reference Questions | 2,502 | 1,589 | 52.42% | 304 | 288 | 307 | 315 | 375 | 212 |
| Total Number of Programs | 262 | 150 | 37.40% | 50 | 6 | 24 | 34 | 36 | 13 |
| Total Number Attending Programs | 4,806 | 4,379 | 118.68% | 745 | 193 | 240 | 1,367 | 1,834 | 145 |
| Annual Meeting Room Use | 6 | 38 | 1420.00% | 0 | 3 | 6 | 10 | 19 | 0 |
| Public Computer Usage | 3,577 | 4,795 | 221.72% | 947 | 1,050 | 925 | 950 | 923 | 192 |
| Wireless Computer Usage | 2,765 | 2,292 | 98.94% | 341 | 434 | 420 | 527 | 570 | 180 |
| Pages Viewed Online Catalog | 14,941 | 3,680 | -40.89% | 1,022 | 1,008 | 986 | 376 | 288 | 1,477 |
| Unique Visitors to Online Catalog | 1,831 | 469 | -38.53% | 106 | 89 | 92 | 93 | 89 | 180 |
| Wowbrary users | 2,127 | | -1.88% | 2,118 | 2,113 | 2,108 | 2,097 | 2,087 | 2,187 |
| Wowbrary pages viewed | 8,645 | 1,332 | -63.02% | 318 | 229 | 315 | 211 | 259 | 681 |
| Wowbrary Click-Thru to Catalog | 1,540 | 288 | -55.12% | 58 | 49 | 50 | 102 | 29 | 151 |
| Hotspot Pending Reserves First of Month | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 |
| Hotspot Total Checkouts (Weekly) | 150 | | | 26 | 20 | 16 | 14 | 11 | 0 |
| Reserved Hotspot Total Checkouts (Daily) | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 |

Winter Reading Programs are available for adults, teens, and children of all ages starting December 1, 2021. Read books, earn incentive prizes, enter monthly drawings, and earn chances for grand prize drawings, all while reading some great books. Registration begins December 1, and programs run through February 2022. Winter reading - "Just like summer, only cooler."

The Library will participate in the 2021 Festival of Trees with two family-friendly activities.

1. A Coloring Contest for three age groups (0-6/6-18/Adult) will be offered December 1-19, with a prize of \$25 in Perry Bucks for each age group. Pick up a coloring page at the library and submit your entry before December 20, using your choice of crayons, pencils, markers, or paints. Entries will be judged on creativity, skill, and appeal.
2. The library is also hiding tiny books on Festival trees for seekers to spy with the Itty Bitty Book Hunt! Participants may pick up an Itty Bitty Book Hunt entry at the library and look for six Itty Bitty Books hanging on six different Festival trees. Find at least three of the books and submit your entry by 5:00 p.m., December 23 to enter a drawing for \$25 in Perry Bucks.

In-person children's programming continue in December. 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.

Perry Public Library will offer two Saturday Storytimes this December, from 10:15 to 11:00 a.m., Saturdays, December 4 and 18. Children ages two to five and their families/caregivers are invited to meet in the library Community Room on December 4 with Suzanne Kestel, Sulema Lopez, and Kayla Rothmeyer for age-appropriate stories, songs, games, and a simple craft. On December 18, the Storytime will be a bilingual event, with Sulema Lopez. Saturday Storytimes are free, and no registration is needed.

A new program, Chess for Everyone: Beginners and Beyond, will start Wednesday, December 15 at 4:30 p.m., in the Library's Community Room. Meet presenter and Chess player David Oliveira, who will introduce us to the game: the board, the basics, the pieces. Watch demonstrations, enjoy refreshments, and hear about an opportunity to learn the game or improve your skills at a weekly series or meet socially to play with other enthusiasts. Whether you are a beginner, a novice, or a seasoned player, you are welcome to learn, mentor, and enjoy.

The Library will once again participate in the 2021 Los Posadas, a popular multi-cultural tradition for the Perry Community. The event starts at 6:00 p.m., Thursday, December 16, at the First Christian Church, with an ecumenical service. Following the service is the traditional procession, ending at the United Methodist Church, where dinner will be served (free will offerings accepted!). The library is sponsoring storyteller Marlú Abarca and a craft for the after-dinner entertainment.

The Perry Area Chamber of Commerce Indoor Farmers Market will be open Saturday, December 18, from 11:00 a.m. 2:00 p.m., in the Perry Public Library Community Room. Don't miss this last of the fall season market! A variety of seasonal produce, baked goods, and handcrafted items will be available for purchase directly from vendors. Questions about the Indoor Farmers Market are directed to the Perry Area Chamber of Commerce: 515-465-4601.

The Monthly Book Club will hold their regular meeting at 1:00 p.m., Tuesday, December 21, in the Perry Public Library Community Room and select the 2022 books to be read. The group will participate in a discussion of *Educated* by Tara Westover with students at Perry High School, at 9:30 a.m., on Friday, December 17.

The December Craft Club event will be on Monday, December 27 starting at 6:00 p.m. The featured craft is a customizable Decoupage Journal. Hunter Martin will the demonstration in the library Community Room and show how to personalize your journal with a choice of decorative papers (supplied) or bring your own fabric scraps and special ornaments. Designate your choice of word or short phrase for the cover at registration, i.e.: Recipes, Travel Journal, New Year's Resolutions, etc. Please note that you should bring your own scissors! Registration and a \$5 materials fee are required by Monday, December 20.

The Library will be closed Friday, December 24, and Saturday, December 25, for the Christmas Holiday and Friday, December 31, and Saturday, January 1 for the New Year's Holiday.

A grant application for \$20,000 that Director Murphy helped with for Hometown Heritage received an \$18,000 grant decision from the Arts Council of Iowa for wages in FY22. This will enable Hometown Heritage at the Carnegie Library Museum to open on January 4, 2022, pending approval of the partnership agreement with Hometown Heritage, the City of Perry, and the Perry Public Library. As soon as the MOU is approved, then a Museum Library Assistant position will be advertised. This position will be similar to the duties and responsibilities of a Library Clerk. Another grant for \$16,000 was submitted for programming through the Arts Council of Iowa. This grant decision will be announced on December 15, 2021.

The solar project in the south parking lot is slowly looking like a solar canopy. It is scheduled to be finished by the end of the year.

Support for Intellectual Freedom

Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries

Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is one of the core values of the library profession; it promotes access to information and guides the defense against censorship.

The Freedom to Read Statement asserts, "The freedom to read is essential to our democracy." In a democratic society, individuals must be sufficiently knowledgeable to make informed decisions. Libraries provide their users with necessary information through a wide selection of materials from varying points of view. It is essential that library resources remain free to use for all, regardless of age. The Library Bill of Rights and its interpretations lay out rationales for these principles of intellectual freedom. Incorporating the tenets of intellectual freedom foundational documents (such as the First Amendment, the Library Bill of Rights, and the Freedom to Read Statement) into the selection policy provides support for intellectual freedom as a philosophy underlying the policy. Strong selection policies include a statement of support for intellectual freedom. Intellectual freedom policy statements are often attached to selection policies.

Example: Public Library Support for Intellectual Freedom

The library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections.

Example: School Library Support for Intellectual Freedom

The school libraries of this district are guided by the principles set forth in the Library Bill of Rights and its interpretative statements, including "Access to Resources and Services in the School Library Program" and The Students' Right to Read statement of the National Council of Teachers of English. See Appendix (in this policy) for the Library Bill of Rights, "Access to Resources and Services in the School Library Program," and The Students' Right to Read statement.

Example: Academic Library Support for Intellectual Freedom

This academic library adheres to the principles of intellectual freedom outlined in the American Library Association's Library Bill of Rights, the Association of American Colleges' and the American Association of University Professors' 1940 Statement of

Principles on Academic Freedom and Tenure, and the Association of College & Research Libraries' "Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights" and "Standards for Libraries in Higher Education."

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Guiding Principles for All Types of Libraries

Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries

Whether during an informal complaint or a formal reconsideration of a library resource, library staff, administrators, trustees, and Reconsideration Committee members complete their work using general agreed-upon principles such as:

- Libraries have diverse materials reflecting differing points of view, and a library's mission is to provide access to information to all users.
- All library users have a First Amendment right to read, view, and listen to library resources.
- The Library Bill of Rights and the Freedom to Read Statement of the American Library Association can be used as guiding documents.
- Any person has the right to express concerns about library resources and expect to have the objection taken seriously.
- When library resources are reconsidered, the principles of the freedom to read, listen, and view are defended rather than specific materials.
- A questioned item will be considered in its entirety, not judged solely on portions taken out of context.
- Parents or guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents/guardians.
- Questioned items will remain in circulation during the reconsideration process.
- *The reconsideration process should be completed in its entirety and not subverted or ended prematurely, leaving the library open to legal challenge.*

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Formal Reconsideration

Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries

Persons who are concerned about the appropriateness of library resources or are unsatisfied with the response from an informal discussion about a title may choose to make a formal request for reconsideration of the work in question. A formal reconsideration request is a written document that is usually reviewed by an assigned library staff member or committee. In order to provide a standard method for receiving patron input, every library should have a written process for handling formal complaints as part of the reconsideration policy. This will serve as a guideline when reviewing, evaluating, and processing formal reconsideration requests. Adding timeline requirements to the reconsideration process ensures that complainants concerns will be addressed in a timely fashion. Timelines should be determined based on the needs of your institution.

Procedures for Handling Formal Complaints

Example: Public Library Procedures for Handling Formal Complaints

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library director.
3. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
6. If the board plans to address the appeal at their board meeting, the individual

will be notified of when and where the meeting will be held.

7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the board is final.

Example: School Library Procedures for Handling Formal Complaints

The following procedures should be followed if, after discussing the questioned resource, no resolution is made.

1. The complainant should be referred to the principal.
2. A concerned citizen who is dissatisfied with earlier informal discussions will be offered a packet of materials which includes the library's mission statement, selection policy, request for reconsideration of instructional resources form, and the Library Bill of Rights.
3. The complainant is required to complete and submit the reconsideration form to the principal within ten business days.
4. If a completed reconsideration form is not submitted within ten business days, the matter is considered closed.
5. Upon receipt of the form, the principal should notify and provide a copy of the reconsideration form with the following individuals:
 1. Superintendent
 2. School Library Advisory Committee/Reconsideration Committee
 3. School librarian
 4. School library department director
6. The work in question will remain on library shelves and in circulation until a formal decision is made.
7. The Reconsideration Committee will be appointed by the principal and consist of a teacher, a building level administrator, a school librarian, a reading specialist or language arts teacher, and a member of the community. Makeup of the committee varies depending on the school district.
8. The school librarian will secure copies of the resource for the committee to review.
9. The school librarian will provide the reviewing committee with a short formal Intellectual Freedom training that explains a packet of materials, which

includes the library's mission statement, selection policy, the Library Bill of Rights, the completed reconsideration form, reviews of the resource being reconsidered, and a list of awards or honors, if any. This packet should be created with assistance from the state department of public instruction and the American Library Association's Office for Intellectual Freedom.

10. Through interlibrary loan or other means, the school librarian will obtain copies of the material in question for review by the Reconsideration Committee.
11. The Reconsideration Committee (which should include the school librarian) should schedule a formal reconsideration meeting within 10 school days after the principal receives the written request for reconsideration. The principal should notify the superintendent and the school library department director as to this schedule.
12. The school level Reconsideration Committee should follow the procedures listed below:
 1. At the initial meeting, the principal and committee will review reconsideration committee guidelines and procedures. A school administrator should fully participate in the reconsideration process.
 2. A member of the committee should keep minutes.
 3. All committee members should fully review the resource (read or view the entire work) before voting.
 4. The committee reserves the right to use outside expertise if necessary to help in its decision-making process.
 5. The complainant may make an initial verbal presentation about the resource under reconsideration or may choose to share the written form. The complainant is asked to provide sources for quotes used during this presentation.
 6. The complainant may not participate in or observe the committee's deliberations unless invited to do so by the committee. The committee chair may choose to give committee members time to ask questions.
 7. During the initial or subsequent meetings, the committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource. This will be a

secret ballot vote.

8. The committee's written decision (including a minority report if needed) shall be presented to the complainant, the superintendent of schools, and the school library department director within five school days after the decision is made.
 9. If the complainant is not satisfied with the decision at the school level, a written appeal can be made within 10 school days to a system-level Educational Resource Reconsideration Committee. This request should be delivered to the superintendent of schools.
13. The District-Level Reconsideration Committee will consider any appeals from the school level. The committee will be appointed by the Superintendent or his/her designee as follows:
1. Director of school library services
 2. Director of elementary, middle, or secondary education, as appropriate
 3. Curriculum coordinator specializing in reading from the appropriate level
 4. District-level library services staff
 5. School librarian from the appropriate level
 6. Other district-level instructional directors
 7. A student from the level in which the challenged material resides (middle or high school level only)
14. The organization of the District-Level Reconsideration Committee will be as follows:
1. Policy, committee guidelines, and procedures should be reviewed at each meeting.
 2. The chairperson will be the school library coordinator (or other appropriate central office supervisor of school libraries). The secretary of the committee will be elected at each meeting.
 3. The chairperson will be the spokesperson for the committee at all meetings and before the Board of Education when decisions are made.
 4. The secretary will record the minutes and decisions of the meetings.

5. These should be filed with the chairperson, who will communicate decisions in writing to the superintendent. Meetings will be called at the discretion of the chairperson or when an appeal is requested by a complainant.

15. The procedures for the District-Level Reconsideration Committee will be as follows:

1. The chairperson will call the meeting within 10 school days after the written appeal is filed with the superintendent.
2. The committee shall read and/or examine the challenged resource, read the written reconsideration form, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members at least three days prior to the meeting. The procedures for these meeting are the same as those for the school-level meeting.

16. The procedures for an appeal to the Board of Education will be as follows:

1. An appeal of the decision made by the District-Level Reconsideration Committee must be made in writing to the superintendent within 10 days of the system-level committee decision.
2. A decision on the complaint will be made at the next regular meeting or special meeting within 30 days of the written request to the superintendent.
3. The board reserves the right to use outside expertise if necessary to help in its decision making.
4. The chairperson for the District-Level Reconsideration Committee will present the committee's decision to the board.
5. The complainant or designee will present the petitioner's position.
6. The board decision will be final, and the superintendent will implement the decision.
7. Decisions on reconsidered materials will stand for five years before new requests for reconsideration of those items will be entertained.

Example: Academic Procedures for Handling Formal Complaints

A patron who would like to file a complaint regarding a library resource must complete and submit a written request for reconsideration form. This written request will be reviewed by the library director and dean of college, and a determination will be made in accordance with the library and college's policy and procedures. The patron will receive a final written response to the submitted request for reconsideration within 90 days of the library receiving the request.

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