

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES
will hold a Meeting on
Thursday, November 12, 2020 at 8 a.m.
At the Perry Public Library

1. Roll Call
2. Approval of Agenda
3. Approval of October 15, 2020 Meeting Minutes
4. Approval of Financial Statements: Gift Claims and City of Perry Library Line Items
5. Unfinished Business:
 - a. Building Project
 - b. Health Initiatives Grant
 - c. Reopening Plan – Phase 3
6. New Business
7. Board Education
8. Open Forum
9. Next Regularly Scheduled Meeting is on December 10, 2020 at 8 a.m.
10. Adjourn

Following the Governor's Emergency Public Health declaration in response to the current COVID-19 situation, this meeting was held electronically. Public access to the meeting was obtained by one of the following methods:

By computer, tablet, or phone:

<https://us02web.zoom.us/j/86201094070?pwd=d0ZXN1RtZ1ppQkg3QkcvcnNHL2lQZz09>

Meeting ID: 862 0109 4070

Passcode: 50220

**The format of this meeting is due to the
State Public Health Emergency Declaration regarding Covid-19
and will be conducted pursuant to
Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds
dated March 19, 2020.**

The Perry Public Library Board of Trustees met in regular session on Thursday, October 15, 2020 at 8 a.m.

Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, Rosa Gonzalez, and Jeremy Winter were present. Library Director Mary Murphy and Deputy Director Misty VonBehren were also present.

President Mark Miller called the meeting to order.

Agenda –Rosa Gonzalez moved to approve the agenda with Margaret Ruggle seconding the motion. MCU.

Minutes – Heather Karolus moved, and Margaret Ruggle seconded a motion to approve the minutes of the September 10, 2020 meetings. MCU.

Financial Statements – Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved, and Margaret Ruggle seconded a motion to approve checks #5990 - #5999 in the amount of \$4,054.96 from the Gift Fund and the City of Perry Library Fund Status Report. MCU.

Unfinished Business:

Building Project – The library renovation is on schedule and good progress is being made. Today they are setting the countertops in the bathrooms and circulation desk. We have having a flooring check today for the carpet and tile. The Punch List walkthrough is scheduled for Monday, October 19, 2020. During this walkthrough we will be making a list of all items that need to be done to fulfil the contract. We will be moving back to the Library next Tuesday, October 20, 2020. We will continue services through the move with staff dedicated to library services and staff dedicated to moving detail.

Heather Karolus moved to approve Change Order #6 (\$2,571.06 for changes in the circulation desk), #7 (\$195 for new Fire Extinguisher cabinet)), #8 (\$1350 for additional painting), and #9 (\$250 for additional storage room lighting) along with the Pay Request #2 for \$90,720, with Rosa Gonzalez seconding. MCU.

Health Initiatives Grant – Today Director Mary Murphy will present the Health Initiatives programming that the library has initiated at the 2020 Virtual Iowa Library Association Conference. The grant has been successful in raising awareness of eating more fruits and vegetables, moving more, and health literacy. The programs initiated are 1) Fresh Fruit and Vegetable Recovery, 2) the StoryWalk™ in Wiese Park, the Nature Walk in Perkins Park, and the signage to explore the different types of trees in the Perry Tree Nursery, 3) Cooking Classes, 4) Fresh Fruit and Vegetable Outreach, and 5) Health Topics Book Club. Director Murphy is exploring ways to sustain the programs.

Reopening – The first criteria that needs to be overcome is the decline of the Covid-19 numbers in zip code 50220. We are watching the trends in this statistic. We will have to enact new procedures for cleaning and operating as outlined in the reopening plan.

Library staff will move back into the library next Tuesday, October 20, 2020. Several projects still need to be done before we can consider opening to the public. First the shifting of library collections, fiction to the west side of the library and nonfiction to the east side of the library, still needs to be accomplished. We will also do a thorough weeding of unused library materials. In addition, we will be changing out the fabric on the bookshelves end panels. The materials were green and maroon, the new fabric are a neutral gray and brown design that go well with the new carpet.

New Business:

Library Capitals FY2021-2022 – Director Murphy presented the Capital Requests FY2021-2022. Margaret Ruggle moved to approve the Capital Requests FY2021-2022, with Rosa Gonzalez seconding. MCU. Please find attached.

Librarian's Report:

Statistics – Discuss at meeting.

Library staff is still serving our patrons curbside with checking out materials, printing, copying, faxing, and Notary Service. One of the greatest services that we are doing right now is the readers' advisory. We are continually advising patrons about new authors and series.

In October, the Craft Club, Online Storytimes and Wee Wonders will continue along with a Family Pumpkin Evening Storytime. All programming is virtual. We will be posting all recorded programs on our very own YouTube Channel. The link to the recorded programs can be found on our website.

Progress has been steady on the renovation with minor hang ups and the four more change orders. At this time, the partitions in and the bath accessories are being installed in the bathrooms. The inside doors for the new entrance were put in today along with outside door. Architect Dana Pedersen, Deputy Director Misty VonBehren, and I did a walk through today with Job Supervisor John Costello. We reviewed work to be done and scheduled the punch list date on Monday, October 19, 2020. Updated report at meeting. Also please find pages following this one, explanations concerning the change orders.

The Health Initiatives grant will be entering its final months to end in November. The pilot project will be presented at Iowa Library Association Conference this October 15th. Both the Public Programming Manager of the Cedar Rapids Library and I will be participating in the session presentation.

Reopening the library after the 2020 Library Renovation Project is finished is on everyone's mind. We have been monitoring the covid-19 cases in zip code 50220 that is published by Dallas County Public Health. On October 8th, they reported a 14-day average of 23 cases. The 14-day average has been declining. Updated report at the meeting.

Board Education – Capital Project Funding Sources

The next normally scheduled meeting is on Thursday, November 12, 2020 at 8 a.m. in the library's small meeting room or may be held electronically depending on the Covid-19 situation. The public is always welcome.

Heather Karolus moved to adjourn the meeting with Margaret Ruggle seconding. MCU.
Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

Register Report

10/9/2020 through 11/5/2020

11/5/2020

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Date	Num	Description	Memo	Category	Amount
BALANCE 10/8/2020					26,904.40
10/12/2020	DEP	... Deposit		Shred Event Donation	126.50
			Powell for C. Naeve	Gifts And Memorials	20.00
				Gifts And Memorials	258.70
10/19/2020	DEP	Deposit		PPLF	2,100.00
10/19/2020	DEP	... Deposit		Donation	61.60
			Grace Moore	Gifts And Memorials	150.00
			Powell for F Peterson	Gifts And Memorials	20.00
			Powell for D Pantier	Gifts And Memorials	20.00
10/26/2020	DEP	... Deposit	Lincoln for F Peterson	Gifts And Memorials	40.00
				Donation Income	1.00
11/2/2020	DEP	... Deposit		Gifts And Memorials	25.35
			Dunbar for P Orman	Gifts And Memorials	40.00
				Reimbursements	52.00
11/3/2020	DEP	Deposit	Transfer	PPLF	2,100.00
11/3/2020	6000	City Of Perry	ETHOS Reimbursable Ex...	2020 Building Project	-167.60
11/3/2020	6001	...Wells Fargo		Programming	-358.13
			FB Boosts	Marketing Services	-335.59
11/3/2020	6002	Wells Fargo	Programming	Children's Activities	-148.98
11/3/2020	6003	Fareway	Programming	Children's Activities	-17.54
11/3/2020	6004	Blank Park Zoo	Virtual Program	Children's Activities	-80.00
11/3/2020	6005	...Misty VonBehren		Notary Expenses	-23.65
				Paint	-9.09
				Office Supplies	-45.76
				Office Supplies	-7.00
11/3/2020	6006	...Mary K. Murphy	AutoLights	2020 Building Project	-120.00
			Mugs - Craft for Kids	Children's Activities	-16.05
			Book Shelve End Panels ...	2020 Building Project	-413.53
11/5/2020	6007	Sue Brickner	1/22/20, 2/5/20, 2/29/20, ...	Outreach Mileage	-31.03
11/5/2020	6008	Barkley Constr...	Labor and Materials for Li...	Computer Tables, Se...	-2,000.00
11/5/2020	6009	Surface Repair ...	Booth Repair	Furniture Repair	-1,000.00
10/9/2020 - 11/5/2020					241.20
BALANCE 11/5/2020					27,145.60
TOTAL INFLOWS					5,015.15
TOTAL OUTFLOWS					-4,773.95
NET TOTAL					241.20

11/5/2020

Banking Summary
10/9/2020 through 11/5/2020

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Category	10/9/2020- 11/5/2020
INCOME	
Donation	61.60
Donation Income	1.00
Gifts And Memorials	574.05
PPLF	4,200.00
Reimbursements	52.00
Shred Event Donation	126.50
TOTAL INCOME	5,015.15
EXPENSES	
2020 Building Project	701.13
Children's Activities	262.57
Computer Tables, Security Gates	2,000.00
Furniture Repair	1,000.00
Marketing Services	335.59
Notary Expenses	23.65
Office Supplies	52.76
Outreach Mileage	31.03
Paint	9.09
Programming	358.13
TOTAL EXPENSES	4,773.95
OVERALL TOTAL	241.20

Perry Public Library
City of Perry Budget Line Items
Fund Status Report
November 3, 2020

GL Budget Report: CULTURE & RECREATION - LIBRARY					
Account Number	Account Title	Total Budget	YTD EXP	YTD Balance	Pct Expended
General Fund					
001-410-6010	WAGES	\$181,648.00	\$62,474.41	\$119,173.59	34%
001-410-6020	WAGES - PT	\$54,500.00	\$17,128.66	\$37,371.34	31%
001-410-6050	FEES	\$0.00	\$0.00	\$0.00	0%
001-410-6181	ALLOWANCES/REIMBURSABLES	\$0.00	\$0.00	\$0.00	0%
001-410-6210	DUES, MEMBERSHIP & SUBSCR	\$0.00	\$0.00	\$0.00	0%
001-410-6230	STAFF DEVELOPMENT	\$0.00	\$0.00	\$0.00	0%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$744.98	\$255.02	74%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$635.20	\$364.80	64%
001-410-6371	UTILITIES	\$32,000.00	\$11,487.25	\$20,512.75	36%
001-410-6373	TELEPHONE	\$4,500.00	\$1,442.38	\$3,057.62	32%
001-410-6408	INSURANCE TORT/GENERAL	\$6,330.00	\$0.00	\$6,330.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$4,522.70	\$11,477.30	28%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$0.00	\$9,500.00	0%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$1,738.23	\$3,261.77	35%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$176.45	\$2,323.55	7%
Benefit Fund					
112-410-6110	SOCIAL SECURITY	\$18,065.00	\$5,681.92	\$12,383.08	31%
112-410-6130	IPERS	\$22,292.00	\$6,851.26	\$15,440.74	31%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$66,526.00	\$26,999.29	\$39,526.71	41%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,055.00	\$351.80	\$703.20	33%
112-410-6160	WORKERS COMPENSATION	\$303.00	\$168.91	\$134.09	56%
Capital Funds					
121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$72,135.00	\$43,201.43	\$28,933.57	60%
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$10,000.00	\$2,779.15	\$7,220.85	28%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$16,783.06	\$23,216.94	42%
122-410-6750	CAPITAL/BUILDING	\$29,000.00	\$3,191.95	\$25,808.05	11%
Gift Fund					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$0.00	\$45,000.00	0%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$0.00	\$25,200.00	0%
LIBRARY TOTAL		\$643,554.00	\$206,359.03	\$437,194.97	32%

Phase 3

Date – Tentatively - November 24, 2020

Criteria to Implement

- Governor recommendation & Phase 2 of Federal Reopen Plan
- Gatherings of fewer than 50 people
- ALA and State of Iowa Library recommendations
- Bars, restaurants, and other establishments allowed to serve groups of people
- Non-essential businesses open with limited services
- Similar organizations open (other libraries, science center, youth sports, schools) operating with positive results
- Covid Positivity 14-day average is 31 or less for zipcode 50220 – (.4%)

Library Services

- Main library open to public, browsing allowed
- Accept returns with continued cleaning and quarantine protocols
- Curbside service continues
- In Library holds pickup
- Checkout at circulation desk with PPE
- Limit the number of patrons in building (50 % of normal capacity = 30 - #staff = 25 public)
- Patrons to wear masks and sanitize hands when entering building
- Remove or separate furniture
- Computer use with restrictions, must clean before and after
- Fax, copy and print, must clean before and after
- Proctoring test by appt.
- No meeting rooms used
- Programs: online only
- Outreach: suspended
- Children's area – no toys
- No library material donations accepted

Library Hours

- 10 a.m. to 7 p.m. Mon – Thursday
- 10 a.m. to 6 p.m. Friday
- 10 a.m. to 2 p.m. Sat

Library Staffing

- Limit staff in building to FT and 2 PT at any one time
- Staff to maintain physical distancing as much as possible with PPE

Needs

- Procure PPE masks, gloves, googles/glasses and hand sanitizer, disinfecting wipes, and disinfectant - supply assured

- Staff encouraged to wear PPE
- Training: Safety and new library procedures
- Signage: Safety and Directional
- Promotion via website, social media, and city
- Building supplies: cleaning products and toilet paper, supply assured
- Expand cleaning service
- Update to encourage patrons to have short visits, no large groups, no congregating, encourage the use of masks and hand sanitizing as entering the building
- Update policies if needed

Concerns

- Patron and staff susceptibility to infection
- If staff infected, do library staff quarantine and library closes?
- Deep cleaning of library?
- Is public notified if library staff tests positive?

Board Overview

	FY 2019-2020	FY 2020-2021 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Last FY Oct.
Volumes Held at Start of Period	110,940		0.78%	110,969	111,580	111,725	111,806	110,694
Freegal Music Circulation	295	139	41.36%	41	31	31	36	21
Electronic Audiobook Circulation	2,185	778	6.82%	185	164	194	235	178
Electronic Book Circulation	2,999	1,061	6.14%	279	278	243	261	197
Electronic Video Circulation	417	111	-20%	15	6	36	54	11
Total Circulation	70,422	14,594	-37.83%	3,757	2,504	3,479	4,854	6,494
Number of Borrowers at End of Period	4,880		6.13%	5,172	5,181	5,185	5,179	5,022
Library Visits	51,372	0	-100.00%	0	0	0	0	6,888
Total Number of Reference Questions	2,974	768	-22.53%	186	158	216	208	322
Total Number of Programs	620	97	-53.06%	39	0	43	15	80
Total Number Attending Programs	10,741	1,704	-52.41%	395	0	86	1,223	1,560
Annual Meeting Room Use	335	0	-100.00%	0	0	0	0	58
Public Computer Usage (Wireless Included)	15,428	952	-81.49%	305	185	201	261	2,268
Wireless Computer Usage	7,347	831	-66.07%	279	155	180	217	1,023
Pages Viewed Online Catalog	17,023	5,581	-1.64%	1,669	1,188	1,432	1,292	916
Unique Visitors to Online Catalog	1,683	705	25.67%	194	174	171	166	159
Wowbrary users	2,221		-1.31%	2,195	2,191	2,208	2,192	1,678
Wowbrary pages viewed	5,699	2,574	35.50%	642	500	816	616	470
Wowbrary Click-Thru to Catalog	1,604	459	-14.15%	164	61	92	142	147

Statistics – Discuss at meeting.

In November, Online Storytimes and Wee Wonders continue along with a new cooking program called 'Books and Bites' for first and second graders. All programs are virtual but cooking kits are made up for all participants.

The Health Initiatives grant will be entering its final month in November. The final report and final request for reimbursement is due at the end of the month. We will have exhausted all funds allocated to us from the grant.

We are maintaining curbside service with checking out materials, printing, copying, faxing, and Notary Service. As we steadily unpack the boxes and get the library sorted out, the tentative reopening date is Tuesday, November 24, 2020. At this moment in time (11/5), we still have a short list that the contractor must do before the project is officially closed. Updated report at the meeting.

The Perry 2020 Spooktacular was a success. We gave away 480 2 oz. bottles of hand sanitizers (with two tootsie rolls attached) and books. We ran out of bottles with candy but continued to hand out book. We estimate that 609 children plus their parents/care givers came by the library.

The State of Iowa Library annual report was finished and submitted. They added 30 questions concerning how libraries adjusted services as the corona virus forced library buildings to close. A copy of the survey has been included in this packet for you.