

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, October 12, 2023 at 8 a.m.

THIS MEETING WILL BE HELD IN PERSON

1. Roll Call
2. Approval of Agenda
3. Approval of September 14, 2023 Meeting Minutes
4. Approval of Financial Statements: Gift Fund Claims and City of Perry Library Line Items
5. Unfinished Business
 - a. Library Roof
 - b. Director Review
6. New Business
 - a. FY 2022-2023 Annual Report
7. Board Education
8. Librarian Report
9. Open Forum
10. Next Regularly Scheduled Meeting is on November 9, 2023 at 8 a.m.
11. Adjourn

The Perry Public Library Board of Trustees met in regular session on Thursday, September 14, 2023 at 9a.m. Note: This meeting was held in-person at the Perry Public Library.

Board members Margaret Ruggle, Rosa Gonzalez, Mark Miller, and Heather Karolus were present. Friends' of the Library President Kathy Miller, Friends' Vice President Becky Rueter, Library Director Mary Murphy, and Deputy Library Director Misty VonBehren were also present.

Library Board President Mark Miller called the meeting to order.

Agenda – Heather Karolus moved to approve the agenda with Rosa Gonzalez seconding the motion. MCU.

Minutes – Heather Karolus moved to approve the minutes from the August 11, 2023, meeting and Rosa Gonzalez seconded the motion. MCU.

Financial Statements – Gift Fund receipts and payments were presented with receipts totaling \$4,157.99 and checks #6494 - #6505, totaling \$2,672.05. The City of Perry Library Fund Status Report was reviewed. Heather Karolus moved to approve the financial reports with Maggie Ruggle seconding the motion. MCU.

Unfinished Business:

Children of Employees at Work Policy was reviewed, Maggie Ruggle moved to approve with Rosa Gonzalez seconding the motion. MCU. This policy will be added to Perry Public Library's Personnel Manual.

Children of Employees at Work

The purpose of this policy would be to provide guidance on and outline the circumstances and conditions under which minor dependent children of employees (or minor children within the care of custody of an employee) may be present within the Library and Museum workplace. At this time, if an emergency arises, you must contact the Library Director if you are bringing your child (under age 18 and not employed by the City of Perry) to work.

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must always be supervised by the host/parent. If the frequency, length, or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

Director Review – Director Mary Murphy will send the Library Board a self-review. The members of the Board will review and send their comments to Library Board President Mark Miller. Director Murphy and Library Board President will meet to discuss the comments.

New Business:

Library Roof – The Library roof was inspected on September 7, 2023. The report will be coming in the next week. Their comments were mainly about the clogged drainage lines coming off the roof. There were some surface scratches and color fading.

Board Education: We discussed throughout the meeting about privacy laws and how recent legislation could affect the library's state funding and resources.

Librarian's Report:

The new reading chairs for the Toddler section and South Atrium will be delivered on Friday, September 8th. We received the Dallas County Foundation grant for \$9,770 for these chairs. The City of Perry Capital funding will pay the balance of the cost of the chairs.

An IDPH Community 5210 Grant was approved for the following projects:

- Iowa State University Extension and Outreach \$400 – Canning Class on Oct 3rd from 6-7:30pm
- ~~Fareway \$1,110 – PACES taste testing – DONE~~
- Amazon \$1,559.40 - Walking Club - Fitnus Watches – Oct. 4th is first Walk Meeting.
- ~~Amazon \$109.96 – PACES Demonstration Station – DONE~~
- ~~Eyeclick \$8,500.00 – Beam Projector – DONE~~
- ~~Hulgan \$7,999 – Bottle Fillers – DONE~~
- Wiese Park Improvements Bid Award - \$4600 - Not done yet

An Iowa STEM grant application was filled out and submitted on February 28, 2023 for STEM components (an \$8,500 value) to be used in STEM programming. It is here and Youth Services Librarian has started using the supplies in Wow Wednesday programming!

Programming:

September Grab and Go Adult Craft – Free DIY Halloween Candy Jar

Get ready to share your favorite sweet treat for Halloween in your very own DIY candy jar! This festive, yet understated, Halloween Candy Jar will be a delicious addition to your fall décor. Come into the library for your own Grab and Go DIY Halloween Candy Jar Kit beginning September 1st. Adult patrons can bring home one Free DIY Halloween Candy Jar Craft Kit from the Perry Public Library. This craft kit includes materials and instructions for making one candy jar. This September Craft is free, courtesy of the Perry Public Library, and available while supplies last.

Hometown Heritage at the Carnegie Library Museum Presents: Hispanic Heritage Month Exhibit – September 1 through September 30

Come learn about Hispanic Heritage at the Carnegie Library Museum throughout the month of September. This exhibit will highlight how Hispanic culture thrives in Perry and feature some of the most influential people in Hispanic culture. Kids can also pick up a craft during the month to take home to complete with their families. The Hispanic Heritage Month Exhibit is free and open to the public. Carnegie Fall Library hours are as follows after Labor Day: Sunday 1:00 pm to 4:00 pm, Monday closed,

Tuesday-Wednesday 10:00 am to 4:00 pm, Thursday 10:00 am to 7:00 pm, and Friday-Saturday 10:00 am to 4:00 pm.

Fall Toddler Time Tuesday Storytime (2 and 3-Year-Olds): Full STEAM Ahead – September 5, 12, 26
Toddler Time will go Full STEAM Ahead this fall as we incorporate literacy, science, math, and art into our storytimes! Benefits of incorporating STEAM (Science-Technology-Engineering-Art-Math) include encouraging creativity and innovation, developing problem-solving skills, enhancing resilience, and promoting lifelong learning. Plus, it's just plain fun! Sensory bins, flannel boards, hands-on experiments, and crafts will help each little scientist learn more about the world around them. Toddler Time meets on Tuesdays from 10:30 am to 11:15 am, (PLEASE NOTE NEW TIME), starting September 5. This is a free program, but registration is required. To register, visit the library, go online at www.perry.lib.ia.us, call 515-465-3569, or email lpieper@perry.lib.ia.us.

Fun with Fours and Fives Wednesday Storytime (4 and 5-Year-Olds): Full STEAM Ahead – September 6, 13, 27
Fun with Fours and Fives will go Full STEAM Ahead this fall as we incorporate literacy, science, math, and art into our storytimes! Benefits of incorporating STEAM (Science-Technology-Engineering-Art-Math) include encouraging creativity and innovation, developing problem-solving skills, enhancing resilience, and promoting lifelong learning. Plus, it's just plain fun! Hands-on experiments and crafts will help each little scientist learn more about the world around them. Fun With Fours and Fives meets on Wednesdays from 10:30 am to 11:15 am, (PLEASE NOTE NEW TIME), starting September 6. This is a free program, but registration is required. To register, visit the library, go online at www.perry.lib.ia.us, call 515-465-3569, or email lpieper@perry.lib.ia.us.

Fall Wee Wonders Storytime Thursday (Birth to 24 Months): Full STEAM Ahead – September, 7, 14, 28
Our fall Wee Wonders program starts up again in September. We meet from 10:30 am to 11:15 am Thursdays through the first week of December, (PLEASE NOTE THE NEW TIME), starting September 7. Wee Wonders is an early literacy lap-sit program for babies from birth through 24 months. We sing songs and rhymes, read simple books, do fingerplays, bounces, and incorporate motor skills with shakers and scarves. There is a period of social play at the end of each program. Each participating baby gets a free board book every time they come to the program. This is a free program, but registration is required. To register, visit the library, go online at www.perry.lib.ia.us, call 515-465-3569, or email lpieper@perry.lib.ia.us.

Tween Zone: Mini Clay Creations and More – September 5, 2023
Tween Zone is a new program for "tweens," ages 8 through 12, from 4:00 pm to 5:00 pm. on the FIRST Tuesday of the month. Miss Laura will have a craft for anyone interested, and participants can also tinker with our Maker Space Cart, play with our Beam projector, play board games, play with our Wii console, color coloring pages, or just sit and hang out. September's craft will be mini clay creations. This is a free activity and no registration is required. For more information, visit www.perry.lib.ia.us, call 515-465.3569, or visit the library.

WOW! Wednesdays Robots (K-2nd Grades): Elephant Paste Experiment – September 6
WOW! Wednesdays are early-out STEM-related activity times for elementary students at the Library! Children in kindergarten through second grade are invited to attend WOW! Wednesdays Robots from 3:00 pm to 4:00 pm on the FIRST Wednesday of the month. For September, the Robots will be experimenting with elephant paste with Miss Laura. This fall, we are also excited to incorporate our new Maker Space Cart during WOW! Wednesdays! Kids can tinker around or participate in challenges to build things with items from the cart. Miss Laura will present a different science experiment each

month, and there will be LEGOs, Snap Circuits, and other activities. This is a free activity and no registration is required. For more information, visit www.perry.lib.ia.us, call 515-465.3569, or visit the library.

September Fresh Conversations with Aging Resources of Central Iowa: Cancer Screening – Sept. 6
Fresh Conversations is a free nutrition and physical education program for ages 60+. The program offers practical tips and sensible solutions to everyday problems that get in the way of doing what most people want to do: eat well and live well! Fresh Conversations is also an opportunity to connect with other adults for a friendly group discussion. We will meet in September to discuss cancer screening, plus try a tasty recipe on Wednesday, September 6, from 12:30 pm to 1:30 pm in the Perry Public Library Community Room. This is a monthly, free event held the first Wednesday of each month for ages 60+ and no registration is required.

Chess at the Library – September 7, 14, 21, 28

Local Chess Instructor David Oliveira is partnering with the Perry Public Library to teach, mentor, and play chess with players of all ages and experience levels. Whether you are new to chess or looking for a challenging game, mark your Thursday evenings in September for Chess Instruction and Walk-in at the Library. Students, grades K-12, will meet from 4:30 to 5:30 pm, in the library Board Room. Chess players of all ages are then welcome to meet from 5:30 to 7:30 pm, also in the Board Room, for instruction or competition. David Oliveira leads the group meetings and also offers chess instruction by individual appointments as part of the library program.

We Have Issues (YA Book Club for Everyone): *The Grace Year* by Kim Liggett – September 11

We Have Issues: A YA Book Club for Everyone is a fun, laid-back book club where we enjoy the often-dramatic world of YA literature. We love exploring timely issues and you don't have to be a teen/young adult to come. Our club meets every first Monday from 6:00 pm to 7:00 pm in the Library Community Room, but due to the Labor Day holiday, we'll meet the second Monday in September. The September 11th selection is *The Grace Year* by Kim Liggett, a dystopian thriller described as "darkly haunting" and "an absolute page-turner" by bestselling author Libba Bray. Interested adults and teens may join the group at any time, but registration is required. Books are available at the library for a small fee for registrants.

WOW! Wednesdays Rockets (3rd-5th Grades): Elephant Paste Experiment – September 13

WOW! Wednesdays are early-out STEM-related activity times for elementary students at the Library! Children in third through fifth grade are invited to attend Wow Wednesdays from 3:00 pm to 4:00 pm on the SECOND Wednesday of the month. For September, the Rockets will be experimenting with elephant paste with Miss Laura. This fall, we are also excited to incorporate our new Maker Space Cart during WOW! Wednesdays! Kids can tinker around or participate in challenges to build things with items from the cart. Miss Laura will present a different science experiment each month, and there will be LEGOs, Snap Circuits, and other activities. This is a free activity and no registration is required.

Teen Boredom Busters – September 12

Teen Boredom Busters is a new drop-in program for teens in middle through high school. Come in anytime between 4:00 pm and 5:00 pm on the SECOND Tuesday of the month to tinker with our Maker Space Cart, play with our Beam projector, play board games, play with our Wii console, color coloring pages, or just sit and hang out. This is a free activity and no registration is required.

Paper Crafting with Kathy: Halloween Treat Boxes and Specialty Cards – September 16

Join paper crafting enthusiast Kathy Miller for a series of monthly how-to workshops featuring different paper crafting techniques and creative designs for making greeting cards. The craft series will be held one Saturday of each month – watch the calendar for the monthly scheduled date. We will meet on September 16 in the Library Community Room from 10:30 am to 12:30 pm. September's workshop will focus on creating Halloween-themed specialty cards and treat boxes. There is a \$5 materials fee for the program and payment is required for registration. Registration closes on September 9. All materials will be provided, but participants are welcome to bring their own supplies.

Crafternoons: Free Dedicated Makerspace – September 16

Are you looking for a quiet, community space to craft? Then, we have the perfect Saturday event for you! The Perry Public Library welcomes crafters and do-it-yourselfers to our dedicated makerspace. The craft series will be held one Saturday of each month after Paper Crafting with Kathy – watch the calendar for the monthly scheduled date. You bring your ideas and supplies and we'll supply the crafting space. Saturday Crafternoons last from 12:30 pm to 4:30 pm in the Library Community Room and offer a free community space to work on projects in a comfortable environment. Plan your next work session for Saturday, September 16, at the library. Tables are available on a first come, first-served basis, and everyone is invited. No reservations and no charge! For more information, visit or call the library at 515-465-3569.

Salvation Army Mobile Services Center – September 18

The Salvation Army Mobile Services Center comes to the Perry Public Library on the 3rd Monday of each month from 9:30 am to 3:00 pm, with a break for lunch. This free service is located in the library parking lot and helps with rent, utilities, gas, personal care items, food, and other information. For more specific information about services offered, contact the Salvation Army at 515-282-3599. This is a free service and no registration is required.

Monthly Book Club: *These Silent Woods* by Kim Cunningham Grant – September 19

September's Monthly Book Club will read and discuss *These Silent Woods* by Kim Cunningham Grant, a suspenseful, atmospheric novel that centers on a father-daughter relationship. Join the discussion on Tuesday, September 19, from 1:00 pm to 2:00 pm in the Library Community Room. Everyone interested is invited to join the discussion, but registration is required. Register online at www.perry.lib.us, by phone at 515-465-3569, or in person. Books are available at the library for participants for a small fee.

Hometown Heritage at the Carnegie Library Museum Presents: A Mexican Afternoon Tea – Sept. 25

Come join Hometown Heritage at the Carnegie Library Museum as we celebrate Hispanic Heritage Month! Join us for a tea focusing on Mexico! We will offer two teas: hibiscus and chai-infused horchata. This will be served alongside small courses of Mexican tea cookies, conchas, and empanadas. The tea will be held on Monday, September 25, from 4:30 pm to 5:30 pm. Space is limited. Tickets can be purchased at the Carnegie Library or the Perry Public Library for \$15.

September Craft Club: Reversible Pumpkin and Snowman Porch Decoration – September 25

During the September craft club, patrons will make reversible pumpkin and snowman porch decorations. Participants will paint and decorate reversible porch statues. One side will feature a fall pumpkin and the other side will feature a winter snowman. This will make for a versatile decoration that can be reused throughout the coming months! The September Craft Club will meet on Monday, September 25 from 6:00 pm to 7:30 pm. All are welcome, but space is limited and registration is required. A \$5 materials fee is due at the time of registration to reserve your spot. Please register by Monday, September 16.

Unveiling of Wall of Witnesses Relief -- Sept. 27 *A new face will join the Wall of Witnesses relief in Soumas Court.* Please join Hometown Heritage on Thursday, September 27, 2023, at 5 p.m. to honor the new 2023 inductee to the Wall of Witnesses. Through an open nomination process, this person was nominated and met the following criteria: 1) had a tie with Perry, 2) has had an impact on the area, and 3) has an interesting story. The committee reviewed all nominations and selected this Perry resident who best reflected the nomination criteria. Please join as we unveil their addition to the Perry Wall of Witnesses on Thursday, September 27, 2023, at 5 p.m. in Soumas Court. Light refreshments will be served after the program.

The next normally scheduled meeting is on Thursday October 12, 2023, 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

9/7/2023 through 10/5/2023

10/5/2023

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Date	Num	Description	Category	Amount
BALANCE 9/6/2023				21,215.32
9/11/2023	DEP	Deposit	Donation Income	44.20
9/12/2023	DEP	S Deposit	Memorial Art	658.65
			\$100 Membership Plaques...	212.80
9/18/2023	DEP	Deposit	Donation Income	19.55
9/25/2023	DEP	S Deposit	State of Iowa Direct State ...	2,877.77
			Donation Income	6.20
10/2/2023	DEP	S Deposit	Gifts And Memorials	550.00
			Gifts And Memorials	100.00
			Donation Income	500.00
			Donation Income	51.45
10/5/2023	DEP	Deposit	PPLF	2,900.00
10/5/2023	6506	S Wells Fargo Visa	Programming	-769.14
			Marketing Services	-10.00
10/5/2023	6507	Wells Fargo Visa	Programming	-49.93
10/5/2023	6508	Wells Fargo Visa	Marketing Services	-10.00
10/5/2023	6509	Raccoon Valley Radio	Marketing Services	-459.18
10/5/2023	6510	City Of Perry	Credit Debit Card Revenue...	-157.90
10/5/2023	6511	Latitude Signage + ...	Signage	-858.00
10/5/2023	6512	Books By The Bushel	Programming	-434.45
10/5/2023	6513	Bens Five And Dime	Programming	-22.72
10/5/2023	6514	Kathy Miller	Programming	-25.00
10/5/2023	6515	Jillann Gabrielle	Programming	-500.00
10/5/2023	6516	Laura Pieper	Outreach Mileage	-10.16
10/5/2023	6517	Ethan Winey	Outreach Mileage	-170.30
10/5/2023	6518	Misty VonBehren	Conference Mileage	-571.82
9/7/2023 - 10/5/2023				3,872.02
BALANCE 10/5/2023				25,087.34
TOTAL INFLOWS				7,920.62
TOTAL OUTFLOWS				-4,048.60
NET TOTAL				3,872.02

Banking Summary

9/7/2023 through 10/5/2023

10/5/2023

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Category	9/7/2023- 10/5/2023
INCOME	
\$100 Membership Plaques Income	212.80
Donation Income	621.40
Gifts And Memorials	650.00
Memorial Art Income	658.65
PPLF	2,900.00
State of Iowa Direct State Aid	2,877.77
TOTAL INCOME	7,920.62
EXPENSES	
Conference Mileage	571.82
Credit Debit Card Revenue to City Hall	157.90
Marketing Services	479.18
Outreach Mileage	180.46
Programming	1,801.24
Signage	858.00
TOTAL EXPENSES	4,048.60
OVERALL TOTAL	3,872.02

City of Perry
Perry Public Library and Hometown Heritage at the Carnegie Library Museum
Fund Status Report - October 5, 2023

Number	Account Title	Total Budget	YTD EXP	YTD UNEXP	Expend
General Fund					
001-410-6010	WAGES	\$224,496.00	\$61,244.18	\$163,251.82	27%
001-410-6020	WAGES - PT	\$65,000.00	\$18,060.61	\$46,939.39	28%
001-410-6210	DUES, MEMBERSHIP & SUBSCR	\$0.00	\$360.00	(\$360.00)	0% - Rotary
001-410-6230	STAFF DEVELOPMENT	\$0.00	\$31.23	(\$31.23)	0% - 5210 conf.
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$1,345.00	(\$345.00)	134% - ARSL conf.
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$192.99	\$807.01	19%
001-410-6371	UTILITIES	\$32,000.00	\$7,046.07	\$24,953.93	22%
001-410-6373	TELEPHONE	\$4,500.00	\$973.30	\$3,526.70	22%
001-410-6408	INSURANCE TORT/GENERAL	\$8,538.00	\$0.00	\$8,538.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$3,812.69	\$12,187.31	24%
001-410-6490	CONSULTANT & PROFESSIONAL	\$10,000.00	\$1,518.32	\$8,481.68	15%
001-410-6506	OFFICE SUPPLY	\$5,500.00	\$1,958.20	\$3,541.80	36%
001-410-6508	POSTAGE & SHIPPING	\$500.00	\$187.23	\$312.77	37%
001-410-6721	CAPITAL/FURNITURE & FIXTURES	\$0.00	\$725.00	(\$725.00)	0% - Door Damage
Benefit Fund					
112-410-6110	SOCIAL SECURITY	\$17,949.00	\$5,673.99	\$12,275.01	32%
112-410-6130	IPERS	\$24,192.00	\$7,624.22	\$16,567.78	32%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$74,746.00	\$26,410.48	\$48,335.52	35%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,404.00	\$210.39	\$1,193.61	15%
112-410-6154	PREMIUMS/DENTAL/VISION	\$3,041.00	\$0.00	\$3,041.00	0%
112-410-6155	ADMIN. FEES FOR SELF FUNDED	\$0.00	\$0.00	\$0.00	0%
112-410-6160	WORKERS COMPENSATION	\$461.00	\$303.96	\$157.04	66%
Capitals					
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$10,000.00	\$1,081.38	\$8,918.62	11%
121-410-6750	CAP OUTLAY - BUILDINGS	\$34,000.00	\$0.00	\$34,000.00	0%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$15,030.30	\$24,969.70	38%
122-410-6750	CAPITAL/BUILDING	\$0.00	\$139.00	(\$139.00)	0%
122-410-6751	CAPITAL BLDG/CARNEGIE LIBRARY	\$0.00	\$7,706.75	(\$7,706.75)	0%
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%
HH at the CLM					
178-410-6020	WAGES - PART TIME	\$25,694.00	\$6,606.75	\$19,087.25	26%
178-410-6130	IPERS	\$2,426.00	\$435.93	\$1,990.07	18%
178-410-6310	BUILDING REPAIR/MAINT	\$3,000.00	\$431.36	\$2,568.64	14%
178-410-6371	UTILITIES	\$7,000.00	\$1,707.65	\$5,292.35	24%
178-410-6373	TELEPHONE/COMMUNICATIONS	\$1,600.00	\$400.63	\$1,199.37	25%
178-410-6408	INSURANCE	\$6,285.00	\$0.00	\$6,285.00	0%
LIBRARY TOTAL		\$692,498.00	\$171,723.04	\$520,774.96	25%

- Rotary
- 5210 conf.
- ARSL conf.

- Door Damage

→ Perry Greenhouse
← PAINT Floor
← choir slides

Site Observation Report



Project Name: Perry Public Library Roof Assessment
ISG Project Number: 29804
Date: September 7, 2023
Observations By: Bob Mickelson and Dana Pedersen
Weather Conditions Sun 80's

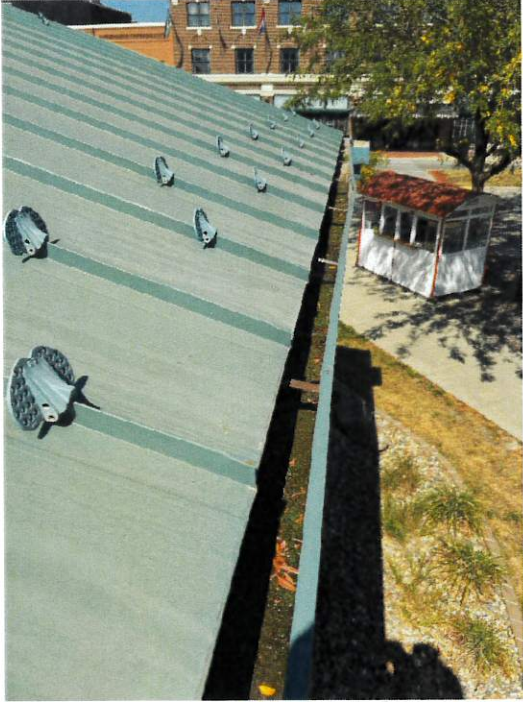
The library director contacted ISG to evaluate some leaking occurring on the library roof. The library was constructed in 1992. The library roof is a standing seam metal roof. Seams are mechanically crimped. Generally, overall, the roof is in good condition. Original workmanship appeared to be good based on final appearance of some of the details.

We first viewed areas inside the building where leaks and concerns were occurring. One area was in the SE corner of the library and another area was the flue in the boiler room.

The roof is a 4/12 pitch and was able to be walked during the site visit. The following was observed:

The leak in the SE corner appears to be related to gutters that have too much debris in them and water is not draining fast enough. There was a conduit cut into the back of the gutter at the down spout for heat tapes and the seal on the conduit was broken. Water would back up in the gutter and enter into the building through the end of the conduit. The height of the conduit is just above the flow line of the gutter. So, with a blocked downspout it doesn't take a lot of water to enter into the conduit.

Other areas on the building also exhibited plugged downspouts and some vegetation growing in the gutter. This was discussed with the owners and suggested that the gutters be cleaned as soon as they can, so they are not dealing with cold weather or frozen debris to be removed. All gutters including the clearstory should be cleaned. The conduit should be resealed and checked periodically as it would be expected that the seal could fail every few years depending on the methods used.



While not specific to any roof leaks some of the seams on the gutter for the upper clearstory are developing leaks and should be sealed. Access to see the inside of the gutter wasn't possible but it should be checked for corrosion and repairs made accordingly. Some touch up paint would help improve the outer appearance.



The next area was around the chimney in the boiler room. The original flue was a large diameter flue and the heating equipment has since been replaced. The new heating equipment uses the original flue for the PVC vent pipes. The old flue was modified to serve as a "boot" for the PVC pipes. Review of the detail revealed that the base of the original flue is just caulked in place. The original flue would have been deemed a hot pipe and would require some special flashings to properly seal it. The flue is no longer considered a hot pipe and a new roof flashing should be installed. Care should be taken when installing that roof flashing so a pathway for water to drain from upslope of the flashing is maintained.

It would appear a #7 or #8 round EPDM roof jack or pipe flashing boot would be the size needed. The base of those will exceed the distance between the ribs so maybe a # 9 might be an option so it can be formed over one of the ribs.

There are retrofit flashing that are split (See photo below) and can wrap around the pipe. Given the height of the of the flue and varying diameters from the top down this may be a better solution to try to use.

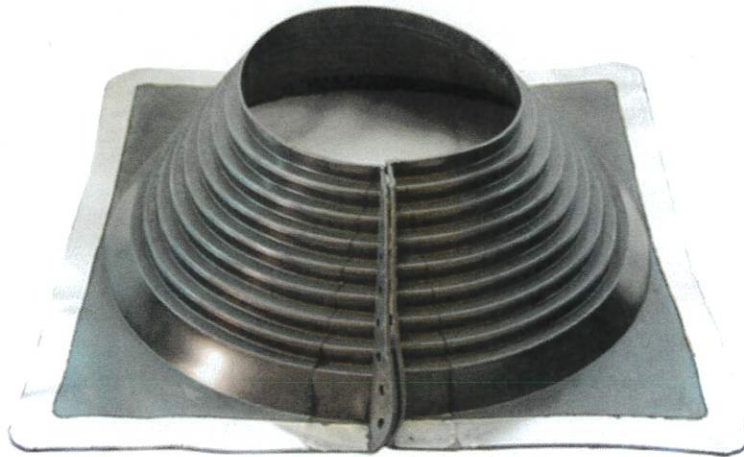
Depending on availability there are some manufacturers that offer a green color that would blend into the roof color better than a standard black or gray. This may not be available in all products but something to consider if it is available.

The PVC pipes were cut through the rain cap of the original flue. The screen that the exhaust gases would have exited from, was covered with a piece of sheet metal. This metal is not completely tucked under the rain cap and may have moisture getting in from the top and causing leaking as well. The top of the original flue is exhibiting rust. The gases and moisture from the high efficiency heating equipment is corrosive and may be causing deterioration.

SITE OBSERVATION REPORT

The vertical seams and joints of the old flue have been caulked as well. The seams of the roof panels are not completed at the old flue. The seaming machines would have been too large to get past the flue so it is removed and reset once its past the obstruction. It does not appear the seams were hand crimped at that location.

The old flue is starting to fail as far as being watertight. It is understandable why they installed the new PVC pipes in the old flue but it may be necessary to start all over and redo the entire detail. The challenge is the large hole for the original flue leaves a large hole in the roof.



SITE OBSERVATION REPORT

The flues are close to the next higher roof height and probably need to be as high as they are to exhaust properly. If they can be installed lower, a shorter base could replace the old flue and a universal cap could be installed similar to photo below. Combined with the roof jack size there could be a way to remove some of the problem areas.



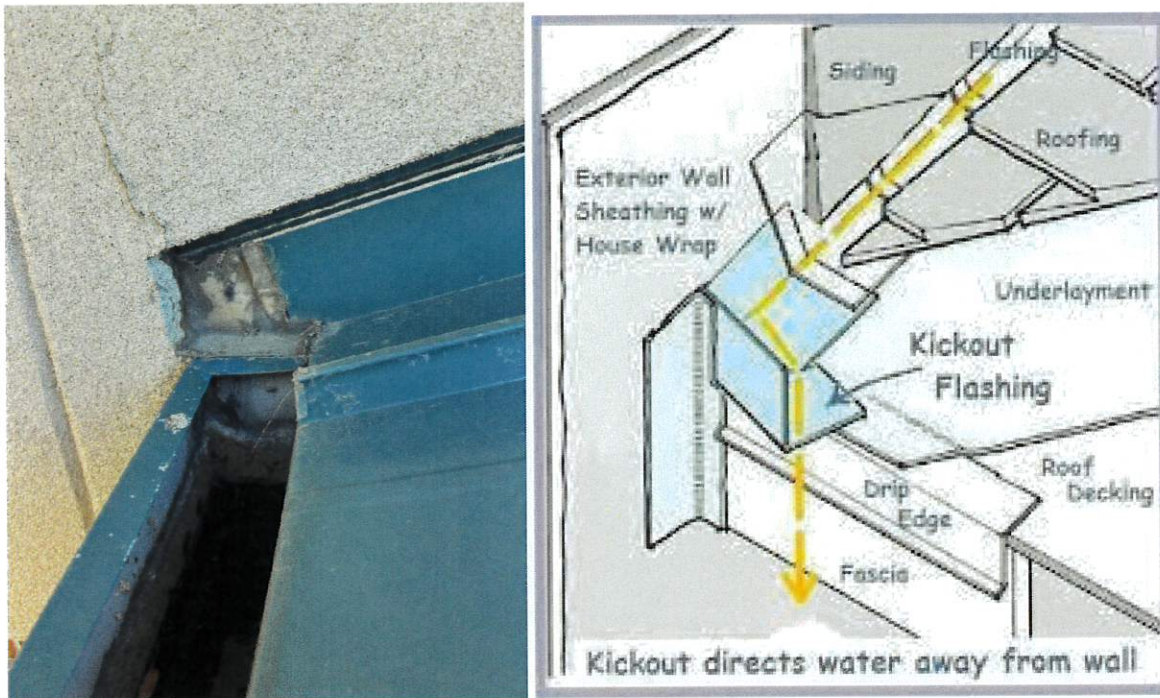
Other plumbing vents on the roof shown some weak points and may be subject to failure soon. It would be advisable to replace all the pipe flashings at this time. Normally the roof jack rubber is clamped to the pipe to get a good seal. The one in the photo on the left below just has caulk. The other one appears to have a cover on it and the roof jack is hidden under it and may be more of a hidden issue. Depending on the conditions present a new colored cover could be fabricated to cover the pipe and flashing and make it less obvious or depending on the situation the pipe could be painted as well.



There are some sidewall details that need attention. One of the areas has a wide-open gap and could have water enter in there. I can only assume that the overhang has afforded it enough protection that it wasn't been an issue in the past. This should be addressed and made watertight. This one was on the north side of the building. All similar conditions need to be inspected closer.



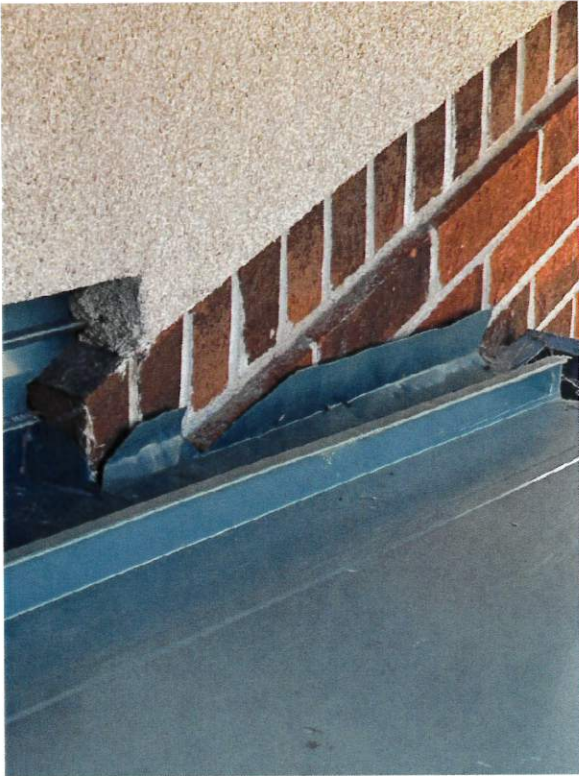
Another location has some water damage at the EFIS. There is no kickout flashing present. That type of flashing wasn't really a term when this was built but has become a code required item as a result of some poor installations. It's going to be a variation of the detail shown below but the end result is the same. This should be added at all locations where the eave does not extend past an adjoining wall.



One of the ends has some cracked brick. My guess is the brick is setting on the roof deck and over time it has settled. This should be reconstructed to repair the crack and a kickout flashing also incorporated. There is also a smaller hole in the flashing that isn't quite visible in the photo that should be sealed as well.



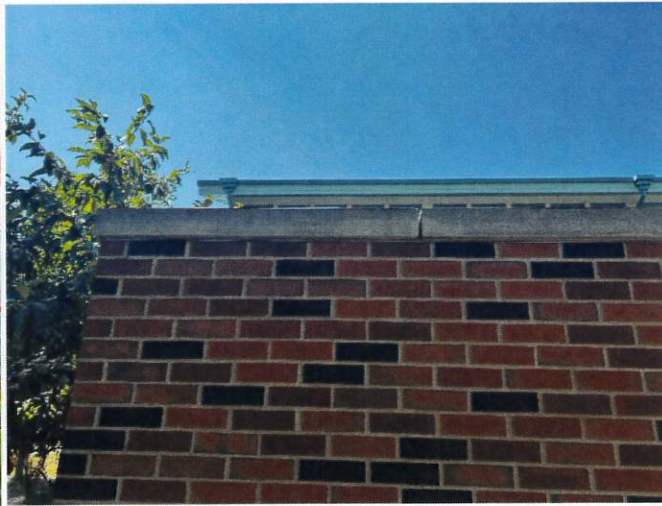
At another location the end wall flashing is not sealed correctly to the end wall. Again, the overhang has probably saved some problems. This should be sealed. It will require incorporating a kickout flashing as well and maybe a counter flashing. A counterflashing would go over the current flashing and be similar to the detail below.



All caulking on the building is at the point it needs to be replaced. The clear story windows above had some holes in the caulking. We noticed failure around other windows and control joints.



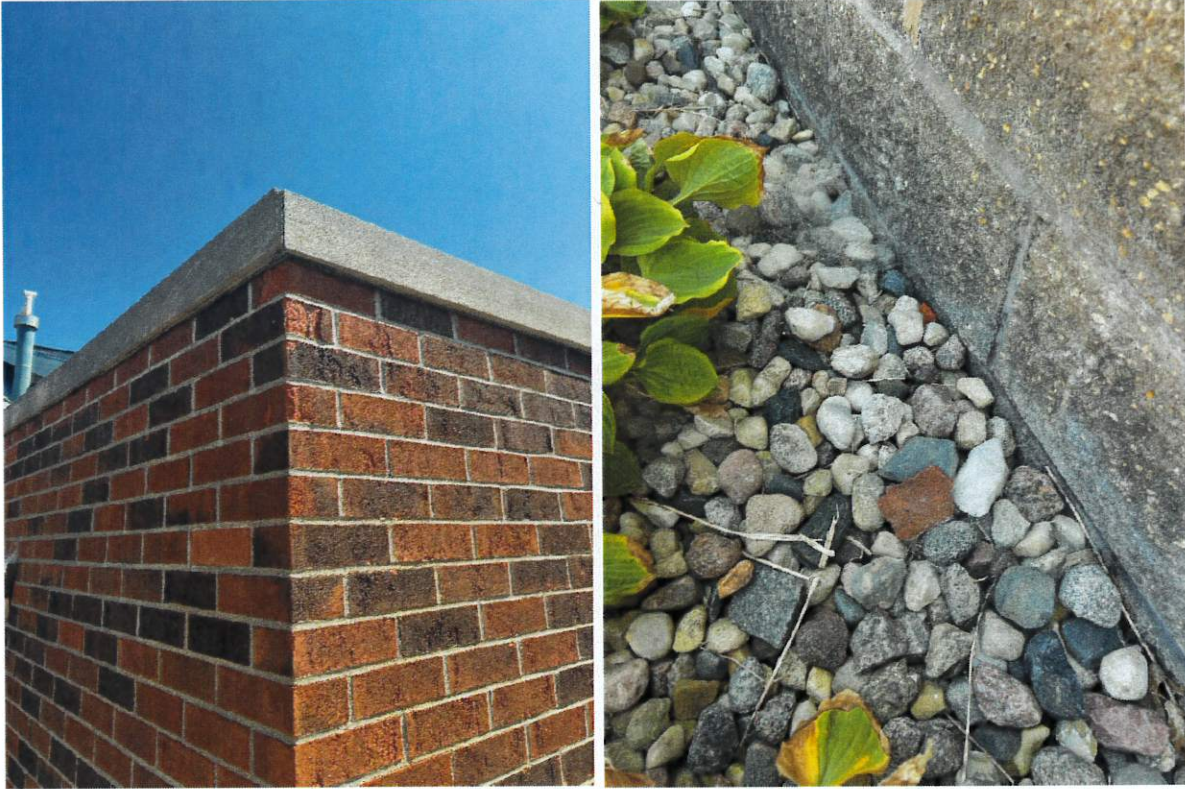
We also did a quick review of the masonry. The windowsills which we would call a sky facing joint should all be addressed. This also includes the tops of the screen walls. Some have been caulked. Properly done the caulking does a good job but they are still a maintenance issue and should be reviewed every year since they are all visible from the ground.



The screen wall in the SE corner has some damage to it. And the screen wall in the NW corner has more damage to it than the SE corner. Both are receiving water damage and left uncorrected significant damage will happen. The wall is constructed with some 4" block as a back up wall. This is not ideal as 4" block does not have the ability to fill the cores. There are cracks occurring in the NW corner wall. Repairing those is probably only temporary (10years??) and pushes the eventual reconstruction of the entire wall down the road. The wall reconstruction should have some modifications to the original detail and utilize a larger block behind the brick. Ideally that is an 8" block. If that was done, everything would need to be redone as even the footings would not be wide enough. So, it's a major repair when that happens.



There are also areas where the brick itself is damaged or cracked. Most appears to be related to water freeze/ thaw damage. Faces of the brick have popped off and were laying on the ground next to the wall. Control joints weren't present and could be related to some cracking at the corners. It also might be possible that the wrong mortar was used in the brick (too hard or strong) and a softer mortar would potentially prevent some of the brick faces from popping off.



Inside the library the ceiling of the clear story was pointed out as having some damage. This one is a little more difficult to determine its exact cause. We weren't able to get up on the clear story roof but from what we observed from the ground the roof panels and ridge cap look in good condition so it probably isn't related to a roof damage or failure.

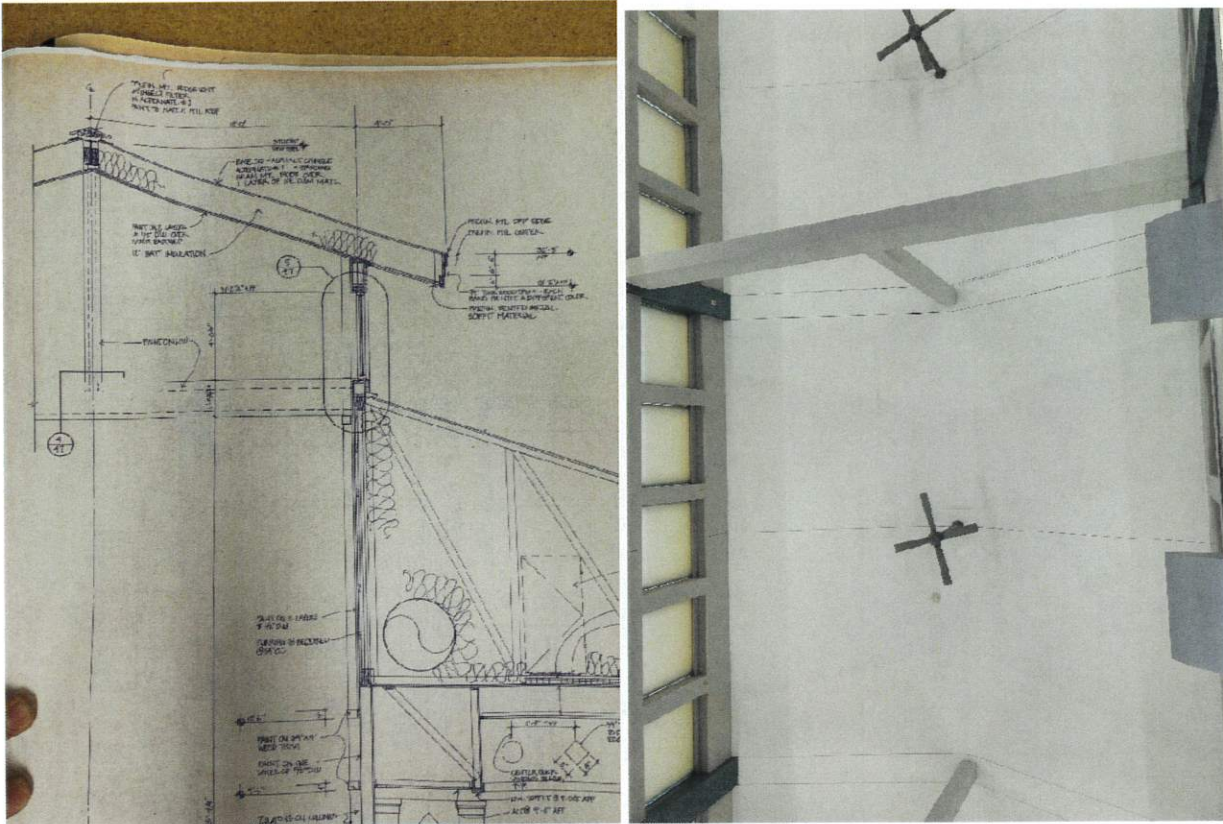
The original plan details show a vapor barrier on the ceiling and a vented space. All of what we would do today. We feel the ceiling damage is related to condensation. In the detail, the ridge is a beam and there is no insulation that prevents thermal transfer and it might be possible that that ridge gets very cold because its directly under the vented ridge.

Another possibility is the vents at the ridge or eaves are plugged and its not getting enough air movement. They can be difficult to clean sometimes but that would be something to check and see if they are obstructed and the "attic" space isn't properly venting anymore.

A third possibility is that at times the ridge vent could allow snow to filter in and that melts at some point.

Continue to monitor the area and document when changes are noticed. The time of the year can help rule in or rule out possibilities.

SITE OBSERVATION REPORT



As far as the roof, overall we feel the roof is sound except for the pipe flashings and the end wall details mentioned above. Getting these addressed should reduce chances of water infiltration.

You'll probably experience paint failure on the roof before you start getting leaks the are related to the metal roof panels. There are some scratches where surface rust is starting but none were observed to be severe. The paint has faded and is starting to chalk in spots.

There were some loose soffit and fascias that should also be fastened back in the correct location. It was indicated that those conditions may be from the effects of the dericho a few years ago.

Overall the building is in good shape but it is at that age some repairs are required and if they are done in a timely manner it will reduce the possibility of more severe damage occurring.

Bob Mickelson

Sr Project Manager