

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, April 9, 2020 at 8 a.m.

THIS MEETING WILL BE HELD ELECTRONICALLY.

PUBLIC INPUT CAN BE PROVIDED BY GOING TO THIS WEB ADDRESS:

By Computer, Tablet, or Smartphone:

<https://zoom.us/join> Meeting ID: 920 144 006

By Phone:

1 (312) 626-6799 Meeting ID: 920 144 006

**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.**

1. Roll Call
2. Test of Online Meeting Technology and Calibration
3. Approval of Agenda
4. Approval of March Meeting Minutes
5. Approval of April Gift Fund Claims and City Budget: Library Fund Status FY20
6. Unfinished Business:
 - a. Building Project
 - i. Set special meeting dates: May 28, 2020 and June 25, 2020
 - b. Health Initiatives
 - i. Payment of bills
7. New Business:
8. Librarian's Report and Statistics
9. Board Education – E-Meetings
10. Open Forum
11. Next Meeting on May 7, 2020 at 8 a.m.
12. Adjourn

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

March 12, 2020

The Perry Public Library Board of Trustees met in regular session on Thursday, March 12, 2020.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, and Rosa Gonzalez were present. Perry Public Library Foundation President Barry Bengtson, Library Director Mary Murphy, Deputy Director Misty VonBehren, ETHOS Architect Dana Pedersen along with two associates, Interior Designer Rebecca Cantrall and Production Manager Heather Hoffman were also present.

President Mark Miller called the meeting to order.

Agenda – Heather Karolus moved to approve the agenda with Margaret Ruggle seconding the motion. MCU.

Minutes – Margaret Ruggle moved and Heather Karolus seconded a motion to approve the minutes of the February 13, 2020 meeting. MCU.

Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved and Rosa Gonzalez seconded a motion to approve checks #5911 - #5925 in the amount of \$9,026.20 from the Gift Fund. MCU. The Board reviewed the Library line items from the FY20 City of Perry Budget.

Unfinished Business:

Building Project –Architect Dana Pedersen of ETHOS Design Group, Inc. introduced the team working on the 2020 Library Building Renovation Project: Interior Designer Rebecca Cantrall and Production Manager Heather Hoffman. Her presentation outlined the role that ETHOS will play in the design and construction of the project, overseeing the preparation of the project specifications and bidding process. The timeline of the project was also outlined given that the funding is in place. Heather Karolus moved that providing the Perry Public Library Foundation funds the project, the board supports signing the contract with ETHOS. Margaret Ruggle seconded the motion. MCU.

Health Initiatives – Director Murphy reported on the progress on the grant programming. Please see attached report and invoice that was sent to Dallas County Public Health for expenses incurred.

New Business: None

Librarian's Report:

The coronavirus and its potential threat were discussed. Many examples of Pandemic Policies were reviewed. Library Director Murphy and Deputy Library Director VonBehren will be attending the City of Perry Safety Committee meeting today to discuss logical steps to take as a response to the threat of the virus.

Statistics – given in board packet.

March Madness has hit Perry Public Library with "Broccoli Brackets", a free program offered this March, as part of the 2020 Health Initiative Grant programming at the library, in partnership with Dallas County Public Health and Dallas County Hospital. To promote healthy eating habits, the library is sponsoring a Broccoli Brackets contest for broccoli recipes submitted by you - and judged by you (the public) - at a taste-testing

event, at 6:30 p.m., Thursday, March 26, in the library meeting room. Everyone is invited to participate and submit a recipe with broccoli as the main ingredient to the library between March 1 and March 23.

First through Fifth graders were invited to join Perry Public Library staff for Legos @ the Library, on Wednesday, March 4, at 3:30 p.m., in the Perry Public Library meeting room. The first half-hour of the program is an activity with a theme, and the remainder of the time will be free play. No registration is needed to participate. For more information, call Suzanne Kestel at the library: 515-465-3569

On Thursday, March 5, at 6:30 p.m., Perry Public Library will present a program on Food Recovery. Dallas County Public Health's Abigail Chihak, Eat Greater Des Moines's Steven Williams, and Perry Public Library Director Mary Murphy will speak about Food Recovery, also called food rescue or food salvage, the practice of gleaned edible food, otherwise wasted, from restaurants, grocery stores, produce markets, dining facilities, etc., and distributing it to local emergency food programs. The library is developing a health initiatives pilot program with the Iowa and Dallas County Public Health Departments, and the food recovery program at the library will include housing a refrigerator on premises to stock with recovered food, free and available to Perry area residents. The library will focus on fresh fruits and vegetables for their food recovery program. On March 5, we will have a taste-testing, a contest, and samples for everyone to take home at this free program. Everyone is welcome to attend.

The March Craft Club met at 6:00 p.m., Monday, March 9, at Perry Public Library. The March project was a Sock *Gnome*. All materials were provided for participants, but registration and a \$5 materials deposit (you get back at the event) are required. It is recommended you bring a scissors. Please register by March 2. All interested adults are invited to participate.

A free Medicare Basics Seminar with Aaron Thacker is offered on Saturday, March 14, 2020 from 10:30 to 11:30 a.m., at Perry Public Library. Anyone interested in learning more about Medicare benefits is welcome to attend. Please register for the session by calling the library: 515-465-3569.

Spring Break Programs at Perry Public Library – March 16-19

Enjoy a Spring Break staycation and attend free children's programs at Perry Public Library! Offerings include:

- Simply Electrifying (K-5th Grade) with the Science Center of Iowa, at 10:30 a.m., Tuesday, March 17;
- Bunny Party for 2-5 year olds, at 10:30 a.m., Wednesday, March 18;
- Healthy Kids Snacks with Dallas County Hospital Dietitian at 2:00 p.m., Thursday, March 19 (registration required!), and
- Family Movie: Tale of Despereaux, 10:00 a.m., Friday, March 20 (Rated G, 94 minutes long).

The Perry Public Library Monthly Book Club will hold their March 2020 meeting at 1:00 p.m., Tuesday, March 17, in the Clarion Room, Security Bank Building, 1102 Willis Avenue, and the discussion title is *The Shadow of the Wind* by Carlos Ruiz Zafon.

Open Crafting - The Perry Public Library large meeting room will be open as a work area for interested crafters, Saturday, March 28, from 10:00 a.m. to 4:00 p.m. Bring your own materials, and work on your projects in our comfortable maker-space!

Join us for the March Lifelong Learners Coffee, Monday, March 30, at 9:00 a.m., in the library meeting room. We welcome guest hobby painter Karon Lewis, who will talk about Mastering the Art of Art and share her knowledge and experience of oil and acrylic painting with us. We will learn about preparing a

medium or canvas, necessary equipment, and the process of sketching a concept. Karen will share some of her artwork and offer guidance on how to get started with our own painting projects.

Health Initiatives Grant Programming with ISU Extension & Outreach – Mary Krisco

APRIL 22 - Earth Day – Composting
Pete Malmburg

JUNE 9 / DESIGN YOUR OWN DIET!

Learn the key points of designing a healthy diet for yourself and your family, using USDA MyPlate tools. Participants receive easy recipes, menu plans, apps, and grocery lists. Powerpoint and discussion menu planning activity.

Intended audience: Adults of any age, youth 14 and up.

JUNE 23, Pancakes with Fruit

JULY 14, Grain Bowl

JULY 28, Pizza

IS IT WHOLE GRAIN?

This is a good question to ask as you make food choices. Learn how to identify whole grain foods and ways to add them to your meals. Discover the three steps to three servings of whole grains a day and make three whole grain dishes with fruits and vegetables: pancakes with fruit topping, veggie-quinoa bowl, veggie flatbread pizza.

Intended audience: Adults of any age

Format: Three 2-hour workshops. (They are much more fun than the series title implies.) Participant makes and samples a whole grain dish. Participate in a power point and discussion. Then set goals concerning whole grain intake.

SEPTEMBER 8, 15, 22, 29 / LATINOS LIVING WELL

¡Bienvenidos! You are invited to learn how to improve your health and stay fit to reduce diabetes, heart disease, and obesity. Discover the foods that keep your body healthy, make and taste foods in class, learn how to shop smarter, and practice ways to be more physically active. You can do it! Make changes today for a healthier tomorrow!

Intended audience: Latino adults of any age

Format: Four 2-hour workshops, can be presented in Spanish or English

OCTOBER 13, 20, 27 / HEALTHY AND HOMEMADE

It is possible to save time and money and still prepare meals at home that are healthy, tasty, and rich in fruits and vegetables. Whether you cook for one or for a few, you will learn and practice strategies for using time, money, and skills wisely when you eat at home.

- Cook Now, Enjoy Later

Discover how planning ahead can reduce stress and save money as you provide your family with nutritious, home-cooked meals.

- Cooking for One or Two

Learn strategies to make the most out of cooking for a household of one or two.

- Veg Out!

Examine the benefits of vegetables, sample recipe ideas, and learn how to increase fruit and veggies in your diet.

Intended audience: Adults of any age

Format: Three 2-hour workshops; 5 topics available. All classes involve power point, discussion, activities.

NOVEMBER 10 / KIDS AND THEIR PARENTS TALKING ABOUT FOOD
Food as a positive not negative.

Board Education: Policy Responses to Pandemics

The next meeting is scheduled on Thursday, April 9, 2020 at 8 a.m. in the library's small meeting room. Please enter by the east door. It will be open. The public is always welcome.

Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

GIFT FUND
Register Report
March 6, 2020 - April 1, 2020

Date	Num	Description	Memo	Category	Amount
BALANCE 3/6/2020					22,242.73
3/9/2020	DEP	S Deposit	Kiwanis	Gifts And Memorials	400.00
				KCups	3.00
				Donation Income	1.05
3/16/2020	DEP	S Deposit	Gerry Berner	Room Maintenance	50.00
				Donation Income	100.00
				Craft Club Income	30.00
				KCups	4.00
				Gifts And Memorials	52.30
4/1/2020	5928	S Ingram Library Services	Fiction	Materials:Adults	-738.84
			NF	Materials:Adults	-223.67
				Materials:Audiobooks	-156.78
				Materials:Children's Books	-38.27
				Materials:Spanish Language	-20.78
				Materials:Young Adult	-47.93
				Materials:Replacements	-76.47
4/1/2020	5927	S Wells Fargo	Fiction	Materials:Videos	-372.97
				Materials:Adults	-267.74
				Materials:Children's Books	-40.00
			NF	Materials:Adults	-38.69
				Materials:HotSpot	-176.00
				Materials:Children's All Other	-13.49
				Programming	-1,537.70
				Marketing	-192.12
				Health Grant Expenses	-3,146.95
4/1/2020	5929	S Cengage Learning Inc./Gal LP Inv# 70080779		Materials:Adults	-122.15
			LP Inv# 70109204	Materials:Adults	-24.04
			LP Inv# 70162337	Materials:Adults	-122.80
4/1/2020	5930	S Fareway		Afterschool Snack Expenses	-13.44
				Programming	-14.96
4/1/2020	5931	Ben's Five And Dime	March 2020 Store Acco	Programming	-196.79
4/1/2020	5932	Friends Of The Grimes Pul Tix Keeper		Materials:Adventure Pass	-225.00
4/1/2020	5933	Recorded Books	# 76627061	Materials:Streaming	-41.86
4/1/2020	5934	The Penworthy Company	Cust # F:1448-1 Inv#05I	Materials:Children's Books	-374.35
4/1/2020	5935	Creative Product Source, I	Adult Summer Library F	Programming	-238.57
4/1/2020	5936	Midwest Tape	Inv # 98672766	Materials:Videos	-22.49
4/1/2020	5937	S Collaborative Summer Library Program		Children's SLP 2020	-271.35
				Teen SLP 2020	-74.95
				Adult SLP 2020	-130.00

GIFT FUND
Register Report
March 6, 2020 - April 1, 2020

			Staff TShirt Expense	-162.00
			Shipping	-60.00
4/1/2020 5938	Mary K .Murphy	Craft Supplies	Programming	-27.11
3/7/2020 - 4/1/2020				-8,569.91
BALANCE 4/1/2020				13,672.82
TOTAL INFLOWS				640.35
TOTAL OUTFLOWS				-9,210.26
NET TOTAL				-8,569.91

Banking Summary

3/7/2020 through 4/2/2020

Category	3/7/2020- 4/2/2020
INCOME	
Craft Club Income	30.00
Donation Income	101.05
Gifts And Memorials	452.30
KCups	7.00
Room Maintenance	50.00
TOTAL INCOME	640.35
EXPENSES	
Adult SLP 2020	130.00
Afterschool Snack Expenses	13.44
Children's SLP 2020	271.35
Health Grant Expenses	3,146.95
Marketing	192.12
Materials	
Materials:Adults	1,537.93
Materials:Adventure Pass	225.00
Materials:Audiobooks	156.78
Materials:Children's All Other	13.49
Materials:Children's Books	452.62
Materials:HotSpot	176.00
Materials:Replacements	76.47
Materials:Spanish Language	20.78
Materials:Streaming	41.86
Materials:Videos	395.46
Materials:Young Adult	47.93
TOTAL Materials	3,144.32
Programming	2,015.13
Shipping	60.00
Staff TShirt Expense	162.00
Teen SLP 2020	74.95
TOTAL EXPENSES	9,210.26
OVERALL TOTAL	-8,569.91

BUDGET REPORT
CALENDAR 4/2020, FISCAL 10/2020

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-410-6010	WAGES	176,472.00	.00	134,809.27	76.39	41,662.73
001-410-6020	WAGES - PT	50,500.00	.00	44,761.06	88.64	5,738.94
001-410-6050	FEES	.00	.00	.00	.00	.00
001-410-6181	ALLOWANCES/REIMBURSABLES	.00	.00	.00	.00	.00
001-410-6210	DUES, MEMBERSHIP & SUBSCR	.00	.00	.00	.00	.00
001-410-6230	STAFF DEVELOPMENT	.00	.00	.00	.00	.00
001-410-6240	TRAVEL AND CONFERENCE	500.00	.00	720.00	144.00	220.00-
001-410-6310	REPAIR & MAINTENANCE BLDG	1,000.00	.00	1,467.58	146.76	467.58-
001-410-6371	UTILITIES	32,000.00	.00	29,270.00	91.47	2,730.00
001-410-6373	TELEPHONE	4,000.00	.00	3,273.89	81.85	726.11
001-410-6408	INSURANCE TORT/GENERAL	6,500.00	.00	.00	.00	6,500.00
001-410-6413	CONTRACT SERVICES	17,000.00	.00	10,126.14	59.57	6,873.86
001-410-6414	PRINTING	.00	.00	.00	.00	.00
001-410-6490	CONSULTANT & PROFESSIONAL	9,500.00	.00	7,215.00	75.95	2,285.00
001-410-6506	OFFICE SUPPLY	5,000.00	.00	3,814.97	76.30	1,185.03
001-410-6508	POSTAGE & SHIPPING	2,500.00	.00	225.20	9.01	2,274.80
001-410-6514	INVENTORY & SUPPLIES	1,000.00	.00	708.33	70.83	291.67
001-410-6721	CAPITAL/FURNITURE & FIXTURES	.00	.00	.00	.00	.00
001-410-6723	CAPITAL/EQUIPMENT	.00	.00	.00	.00	.00
001-410-6725	CAPITAL/OFFICE	.00	.00	.00	.00	.00
001-410-6770	CAPITAL/BOOKS	.00	.00	.00	.00	.00
	GENERAL TOTAL	305,972.00	.00	236,391.44	77.26	69,580.56
112-410-6110	SOCIAL SECURITY	17,363.00	.00	12,913.85	74.38	4,449.15
112-410-6130	IPERS	21,426.00	.00	15,350.68	71.65	6,075.32
112-410-6150	PREMIUMS HEALTH INSURANCE	57,352.00	.00	44,686.13	77.92	12,665.87
112-410-6152	PREMIUMS/LIFE/DISABILITY	1,089.00	.00	793.11	72.83	295.89
112-410-6154	PREMIUMS/DENTAL/VISION	1,392.00	.00	.00	.00	1,392.00
112-410-6155	ADMIN. FEES FOR SELF FUNDED	.00	.00	.00	.00	.00
112-410-6160	WORKERS COMPENSATION	323.00	.00	281.99	87.30	41.01
	EMPLOYEE BENEFITS TOTAL	98,945.00	.00	74,025.76	74.82	24,919.24
121-410-6721	CAP OUTLAY-FURN/FIXTURES	.00	.00	.00	.00	.00
121-410-6723	CAP OUTLAY-HEAVY EQUIP	.00	.00	.00	.00	.00
121-410-6725	CAP OUTLAY-OFFICE EQUIP	23,560.00	.00	23,155.06	98.28	404.94
121-410-6770	CAP OUTLAY - LIBRARY	35,000.00	.00	39,512.18	112.89	4,512.18-
	LOCAL OPTION SALES TAX TOTAL	58,560.00	.00	62,667.24	107.01	4,107.24-
122-410-6750	CAPITAL/BUILDING	40,000.00	.00	31,229.79	78.07	8,770.21
	LOCAL OPTION TAX MAINT TOTAL	40,000.00	.00	31,229.79	78.07	8,770.21

BUDGET REPORT
CALENDAR 4/2020, FISCAL 10/2020

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
123-410-6721	CAPITAL/FURNITURE & FIXTURES	.00	.00	.00	.00	.00
123-410-6723	CAPITAL/EQUIPMENT	.00	.00	.00	.00	.00
123-410-6725	CAPITAL/OFFICE	.00	.00	.00	.00	.00
123-410-6770	CAPITAL/BOOKS	.00	.00	.00	.00	.00
	LO TAX SCHOOL SPLIT TOTAL	.00	.00	.00	.00	.00
167-410-6490	CONSULTANT & PROFESSIONAL	.00	.00	.00	.00	.00
167-410-6520	MISCELLANEOUS	45,000.00	.00	19,144.37	42.54	25,855.63
167-410-6770	CAPITAL/BOOKS	25,200.00	.00	137.16	.54	25,062.84
	LIBRARY GIFT FUND TOTAL	70,200.00	.00	19,281.53	27.47	50,918.47
200-410-6860	LEASE PURCHASE PAYMENTS	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	.00	.00	.00	.00	.00
306-410-6490	OTHER PROFESSIONAL SERV	.00	.00	2,815.00	.00	2,815.00
306-410-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00	.00
	LIBRARY BUILDING FUND TOTAL	.00	.00	2,815.00	.00	2,815.00
	LIBRARY TOTAL	573,677.00	.00	426,410.76	74.33	147,266.24
	Report Total	573,677.00	.00	426,410.76	74.33	147,266.24

REVENUE REPORT
CALENDAR 4/2020, FISCAL 10/2020

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	HTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
001-410-4465	COUNTY CONTRIBUTIONS	12,068.00	.00	.00	.00	12,068.00
001-410-4500	CHARGES FOR SERVICES	15,000.00	.00	8,018.78	53.46	6,981.22
001-410-4550	MISC. CHARGE FOR SERVICES	.00	.00	90.50	.00	90.50-
001-410-4705	DONATIONS FROM PRIVATE SOURCES	.00	.00	.00	.00	.00
001-410-4706	FOUNDATION CONTRIBUTIONS	.00	.00	.00	.00	.00
001-410-4715	REFUNDS	.00	.00	.00	.00	.00
001-410-4720	INSURANCE REIMBURSEMENT	.00	.00	.00	.00	.00
	GENERAL TOTAL	27,068.00	.00	8,109.28	29.96	18,958.72
167-410-4300	INTEREST	.00	.00	.00	.00	.00
167-410-4440	STATE GRANTS	.00	.00	.00	.00	.00
167-410-4550	MISC. CHARGE FOR SERVICES	.00	.00	247.10	.00	247.10-
167-410-4705	DONATIONS FROM PRIVATE SOURCES	50,000.00	.00	26,325.35	52.65	23,674.65
167-410-4710	REIMBURSEMENTS	.00	.00	100.00	.00	100.00-
	LIBRARY GIFT FUND TOTAL	50,000.00	.00	26,672.45	53.34	23,327.55
306-410-4440	STATE GRANTS	.00	.00	.00	.00	.00
306-410-4705	PRIVATE SOURCE CONTRIB	.00	.00	.00	.00	.00
	LIBRARY BUILDING FUND TOTAL	.00	.00	.00	.00	.00
	TOTAL OF ALL REVENUE	77,068.00	.00	34,781.73	45.13	42,286.27



Perry Public Library Renovation
Kick-off and Interior Finishes Meeting
Agenda

March 26, 2020

1. PROJECT DESIGN TEAM was reviewed:
- ETHOS Design Group (Arch & Interiors)**
Dana Pedersen, Project Architect / Manager
Heather Hoffman, Production Manager / Designer
Rebecca Cantrall, Interior Designer
 - Jake Cunliffe, Mechanical Engineer (not in attendance)
Brandon Chandler, Mechanical Engineer (not in attendance)
Nick Johnson, Electrical Engineer
Michael Lortz, Electrical (not in attendance)

KPFF (Structural)

Nathan Kress, PE, Structural Engineer (not in attendance)

KCL Engineering (MEPT)

1. PROJECT SCHEDULE was reviewed and library board meeting dates were selected.
- March 31, 2020 100% SD Due
 - April 24, 2020 100% DD's Due (Pricing Set)
 - May 13, 2020 95% CD's Due
 - May 22, 2020 100% CD's Due**
 - May 28, 2020 Library Board Meeting to approve drawing distribution
 - June 3, 2020 Distribute Bid Docs
 - June 16, 2020 Bid Opening
 - June 18, 2020 Library Board Meeting to approve bid award (Ask to select June 25th instead?)
 - July 6, 2020 Council Award Bid
 - August 3, 2020 Construction Start
2. PROGRESS UPDATE:
- a. ETHOS has been modeling the existing building drawings and starting to show the new work.
 - b. The owner provided a copy of the existing building specification book
 - c. ETHOS and KCL spent the day field verifying and photographing as much of the existing conditions as possible.
3. PROJECT OVERVIEW: The project scope was reviewed.
- a. Existing Public Restrooms
 - i. Replace Vanity Countertops and plumbing Fixtures in both Men's and Women's Restrooms
 - 1. New countertops to be quartz, with under mount lavatories.
 - 2. Lavatories to have auto faucets, battery operated
 - ii. All toilets and urinal in Men's and women's restrooms to be replaced. Carriers to be reused. Provide auto flush valves.
 - iii. New hand dryers in existing hand dryer location, both RR's
 - iv. Replace Toilet Partitions in Men's Restroom. New partitions will be solid plastic.
 - v. Replace Mirror in Men's Restroom only
 - vi. Replace Sanitary Napkin Dispenser in Women's Restroom.
 - vii. Replace Door Hardware on both RR Doors. New hardware to be push/pull type, not latching.
 - viii. Both RR's will get new flooring with integral cove base. Wall tile to remain above the base. ETHOS to review how to detail this. May need a schluter edge.
 - ix. Existing changing tables to remain in Men's and Women's RR.
 - x. Accessories:



119 Second Street
Polk City, IA 50236
515.984.3077
www.ethos-arch

1. Soap will be Owner Provided, Contractor Installed
2. Toilet paper holders: existing to remain or remove and reinstall on new partition.
- xi. Changing countertops: Existing counter and legs to be removed. New countertop on brackets to be installed.
- b. New family Restroom:
 - i. Renovate/Modify existing storage and coat alcove for New Family Restroom
 - ii. Wall Mounted toilet requires chase. ETHOS will update drawings.
 - iii. Provide vanity light over sink.
 - iv. Add concrete bench
 - v. All new accessories.
 1. Grab bars, sanitary napkin disposal, elec hand dryer, mirror to be contractor provided and Installed
 2. Toilet paper disp and soap to be Owner provided Contractor Installed.
 - vi. Provide new coat hook. Contractor provided Contractor Installed.
2. Replace existing drinking fountain. New to include water bottle filler.
 - a. Demo existing vestibule drinking fountain.
 - b. New is required to be a hi-low type. Must have both by code.
 - c. New to include a water bottle filler
 - d. ETHOS will look at clearances and consider placement or relocation of existing coffee station.
3. Reconfigure Storage Room
 - a. ETHOS will look at storage room arrangement, with reduced space from family RR. We will review options at next meeting. Moveable shelving would not be in the bid documents, but if there is fixed, adjustable shelving that would be Included.
4. Replace Flooring in the following areas with Quartz Epoxy Flooring: Storage Room, Large Meeting Room, Kitchen, Vestibule, Foyer, Maintenance Hallway, Restrooms
 - a. Rebecca reviewed flooring options for these areas. Further investigation will be done on Epoxy flooring options and rubber flooring options.
5. Circulation Desk: The owner provided 3 sketches for possible circulation desk arrangements. ETHOS to review and develop options for consideration.
 - a. Existing floor receptacles are a surface type, rather than recessed in the slab.
 - b. New recessed floor outlets will be provided at needed locations based on new arrangement.
6. The owner has decided to omit the small meeting room scope from the project.
7. Replace Carpet throughout entire building, this includes vinyl base.
 - a. Rebecca review many carpet options. All of the options presented were quick ship to assure they can be delivered in the construction window needed.
 - b. A carpet tile was selected.
 - c. ETHOS and KCL Reviewed existing floor box locations. There is a surface type floor box at the sound end. This will be removed and replaced with a recessed floor box.
 - d. Two other floor boxes were found and will be existing to remain. The City will look at furniture options to better provide access to power for visitors.
8. Create East Entrance; Expand existing staff entrance to be public entrance
 - a. ETHOS presented the option to utilize a single door in lieu of double doors, but keep the door centered and provide glass around door and above door for welcoming feel and daylight. A single door is better for security hardware and operators. The will be more cost effective and less long term maintenance.
 - b. Add vestibule
 - c. Existing cabinet unit heater to remain.
 - d. Reconfigure book drop to be a smaller room.
 - e. Relocate electrical panel. A couple potential locations were reviewed with the owner.
 - f. Add ADA operator for both doors.
 - g. Owner will provide sculptural light fixture for new vestibule. Contractor installed.
9. Remove existing security gates and their electrical. New entrance gates have been omitted from the project. Owner will work with outside contractor for new decorative gates in the future.

10. All new doors will be keyed, not electronic.
11. New easy book shelves: This is furniture for coordination purposes only. No project scope here.

INTERIOR FINISHES KICKOFF

- Review flooring types and locations
- Review color and style preferences
- Millwork material options, color and style preferences

NEXT MEETING AND NEXT STEPS

- April 6 week, 2020 MEP Design Kick-off Meeting
 - Agenda: Review Engineering Scope
 - Attendees: Likely a Go-to-Meeting, potential for KCL in person to field verify items if needed.
 - **Our first meeting was so productive, that I don't think we will need to review MEP again until after DD deadline.**
- April 14, 2020 Interiors Meeting #2 and DD Arch Progress Meeting
 - Agenda: Review Arch progress, millwork elevations, materials, door hardware; Review Interior Finish scheme options with samples. Likely in person meeting.
 - Attendees: ETHOS
- March 31, 2020 100% SD Deadline

Harnessing the Power of Iowa's Libraries Project

March 27, 2020 Update

Focus: Being More active and Eating 3-5 Fruits and Vegetable Each Day

1. Fresh Fruit and Vegetable Recovery
 - a. Food Recovery launched at the library on March 2, 2020
 - i. Patron reception of the food recovered is good!
 1. Food recovered first week – 448 pounds
 2. Food recovered second week – 542 pounds
 - ii. Purchased Rubbermaid cart to transfer the totes between transfer vehicle and refrigerator in the library.
 - iii. Purchased Plastic Bag holder and plastic bags for patrons to carry food in.
 - iv. Refrigerator had problems keeping its temp to 40 degrees. I had someone look at it to diagnose what was wrong. The condenser on the refrigerator has been changed to a newer condenser but it is not the one that is supposed to be in this model. To fix would be \$2100. I ordered a new one for \$2595 on March 12, 2020. It was delivered on March 26.
 - v. Suspended Food recovery on Monday March 16, 2020 because library closed due to Corona Virus warnings of social distancing.
 - vi. I am working on depositing the 'far gone produce' in a compost pile. Still looking. Waste for week 1 and 2 was 18 pounds and 9.5 pounds, respectively.
 - b. Talk to Restaurants and Hispanic Grocery Store Owners about Food Recovery. – On hold for now.
2. Cooking Classes
 - a. All the classes were scheduled but everything is on hold right now.
 - b. Kids in the Kitchen scheduled for June and July – Summer Library Program
 - c. ISU Extension & Outreach – Mary and Mary Krisco scheduled programs, see Librarian's report.
3. Outreach – Fruit or Vegetable of the Month
 - a. February – Crazy for Carrots
 - b. March – Broccoli Brackets – We gave away all broccoli bought. No programming due to social distancing.
 - c. Use of Veg. and Fruit/ In conjunction with Farmer's Market? Talked with the Chamber. We will have a special night to come to the Farmer's Market to have a booth and give away samples of selected fruits and vegetables.
 - i. Winter's Farmer's Market – LaPoste February 8 – Gave away 134 bags of carrots. Done

- ii. Spring Farmer's Market---LaPoste March 14 ---Gave away 56 bags of broccoli.
- d. HyVee Dietician ----Fareway Dietician
- e. Program at Wednesday Fellowship Meals -
 - i. Mary gave short program on February 19 Fellowship meal featuring CARROTS! and gave away 55 bags of carrots.
 - ii. March 18th we will give away broccoli at the Sr. Fellowship Meal. Cancelled
- f. ISU Extension & OutReach Maddie & Mary attended Take Your Child to the library on February 15 at the library with carrots to give away and recipes. --81 bags of carrots were given away.
- g. Broccoli Brackets -- program on March 26th to have public taste-test the chosen 6 recipes and vote for the favorite. Cancelled.

4. StoryWalk

- a. Permanent Installation -- Mary visited Redfield's StoryWalk™ on Monday Jan 27, 3 pm -- done, they changed story every 6 weeks, and they made their story board out of wood.
- b. Change story ~2-3 months? Most story walks use this schedule.
- c. New idea -- we will hold a "StoryWalk™" storytime program when the book changes in the story walk kiosks. Walking Story Time
- d. Potential placement -- and ORDERED 30 Storyboards with surface mounted posts, \$9,404. **Will be shipped March 31, 2020.**
 - i. Wiese Park -- Need #21
 - ii. Perkins Park -- Need #4
 - iii. Tree Nursery -- Need #1
 - iv. Soccer Complex, Walk -- Need #1
 - v. Pattee Park -- Need #2
- e. Parks and Rec to pour 60" by 60" cement pads and mount the surface-mounted posts for kiosks/story boards.
 - i. Grant expenses -- cement and boards, estimated to be \$2,500-3,000.
- f. Visited children's Librarian in charge of creating a StoryWalk™ in Newton on February 20th, talked about details, height of story board panels.
- g. Staff: Suzanne Kestel and Beth Schmidt to be responsible for Story and changing stories.

5. Book Club

- a. NNLM -- Book Kits for Book Discussions -- Decided on 4 topics -- Heart Health (Feb.), Healthy Aging (Sept.), Mental Health(May), and Family Health History(Nov.),
 - i. Heart Health(Feb.) -- Ordered: *Heart -- A History* scheduled for February 24 at CLM / Sally Swenson to do Health Screenings
- b. Ordered all suggested books to preview.- Done

- c. Next Book Discussion will be In May 2020, Mental Health Month
 - 6. Iowa Work Force or like presence
 - a. Presence in Perry once per month at least 4 hours
 - b. Bilingual
 - c. Other Interpreters needed?
 - d. Vouchers for HIRTA Bus to go to DM Office (~\$25)

 - 7. Thursday Nights in Perry – Let's Move – Open Streets – Walk to the Farmer's Market or Park
 - a. Outreach at the Farmer's Markets-feature a fruit and vegetable to sample, to education, to inform how to prepare, to take one home.
 - b. Yoga In the Park
 - c. StoryWalk --Walk to the Farmer's Market
 - d. Walk the Trail
 - e. Walk to the Playground
 - f. Walk to DCH Walk

 - 8. Score Card / Bingo Card – Dallas County Public Health's Abigail Chihak made the card.
 - a. Attendance at Programs
 - b. Grand Prizes
 - i. Bike, Helmet
 - ii. Membership at McCreary Recreation Center
 - iii. Membership at Wellness Program at Dallas County Hospital
 - iv. Step Tracker
 - v. Tennis Shoes

 - 9. Mary Invoiced Dallas County Health Department for February Expenses. Invoice Is attached along with the Grant Budget with February Expenses.

 - 10. Mary Invoiced Dallas County Health Department for March Expenses. Invoice Is attached along with Total Grant Budget with March expenses.
-

Harnessing the Power of Iowa's Libraries Project
 Perry Public Library
 Invoice for Expenditures
 March 27, 2020

Programming Budget March 2020	Item	Amount
Food Rescue/Food Recovery	Evaluation of Old Refrigerator	125.00
	Purchase New Refrgerator	2595.00
	Rubbermaid Utility Cart	148.86
	Plastic Bag Holder	40.99
	Plastic Bags	28.00
Monthly Fruit/Veg Promo	Broccoli Florets	65.00
	100 bags of briccoli	269.10
Total Programming Expenditures		3271.95

Administrative Budget March 2020	Item	Amount
Mary Murphy	Library Director	
	Feb 28, 2020 and March 5, 2020	165.51
	March 11, 13, 18, 2020	75.23
	March 26, 27, 2020	150.46
Total		391.20
Susan Kelderman	Library Clerk	
	March 4, 6, 9, 2020	28.91
	March 11, 13 2020	20.58
Total		49.49
Total Administrative Expenditures		440.69

Dan Can Fix It, LLC
 707 Percival Ave
 Dallas Center, IA 50063 US
 dancanfixit.dm@gmail.com
 www.dancanfixitdm.com

GIFT FUND



Payee Dan Can Fix It
 Amount \$125.00
 Account # Health Grant
 Approved By MZ

Estimate

ADDRESS
 Mary Murphy
 DCFI
 Perry Public Library
 1101 Willis Ave
 Perry, IA 50220
 (515) 468-1874

ESTIMATE # 1592
 DATE 03/10/2020

MANUFACTURER PRODUCTS	MODEL NUMBER	SERIAL NUMBER	ACTIVITY	QTY	RATE	AMOUNT
Arctic Air 54"	AGR49	5G2043				
			Service Calls:(OOW) Not cooling	1	125.00	125.00
			Replacement Parts Arctic Air 5304433250 Compressor	0	1,167.95	0.00T
			Replacement Parts Arctic Air 5304433250 Filter	0	130.79	0.00T
			Materials (Refrigeration) Refrigerant, Braising Solder, Flux, Braising gas, Nitrogen gas, Etc.	0	150.00	0.00T
			Labor Install / Test 4hrs	0	120.00	0.00T
SUBTOTAL						125.00
TAX						0.00
TOTAL						\$125.00

Accepted By

Accepted Date



Final Details for Order #114-2853566-7159459

Print this page for your records.

Order Placed: March 13, 2020
Amazon.com order number: 114-2853566-7159459
Order Total: \$2,595.00

Shipped on March 16, 2020

Items Ordered

1 of: *Arctic Air AGR49 Two Door Glass Reach-In Refrigerators, 2 doors, 6 shelves, 33DF to 41DF, 49 cu. ft, Stainless Steel*
Sold by: Amazon.com Services LLC

Price
\$2,595.00

Condition: New

Shipping Address:

Perry Public Library
1101 WILLIS AVE
PERRY, IOWA 50220-1649
United States

Shipping Speed:

Scheduled Delivery

Payment information

Payment Method:

Visa | Last digits: 9723

Item(s) Subtotal: \$2,595.00

Shipping & Handling: \$0.00

Billing address

Mary K. Murphy - Perry Public Library
1101 WILLIS AVE
PERRY, IA 50220-1649
United States

Total before tax: \$2,595.00

Estimated tax to be collected: \$0.00

Grand Total: \$2,595.00

Credit Card transactions

Visa ending in 9723: March 16, 2020: \$2,595.00

To view the status of your order, return to [Order Summary](#).

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Final Details for Order #114-5361026-2482621
Print this page for your records.

Order Placed: February 29, 2020
Amazon.com order number: 114-5361026-2482621
Order Total: \$148.86

Shipped on March 1, 2020

Items Ordered

1 of: *Rubbermaid Commercial Products 2-Shelf Utility/Service Cart, Medium, Lipped Shelves, Ergonomic Handle, 500 Lbs. Capacity, For Warehouse/Garage /Cleaning/Manufacturing (Fg452088Bla)*
 Sold by: Amazon.com Services LLC

Price
 \$148.86

Condition: New

Shipping Address:

Perry Public Library
 1101 WILLIS AVE
 PERRY, IOWA 50220-1649
 United States

Shipping Speed:

Standard Shipping

Payment information

Payment Method:

Visa | Last digits: 9723

Item(s) Subtotal: \$148.86
 Shipping & Handling: \$0.00

Billing address

Mary K. Murphy - Perry Public Library
 1101 WILLIS AVE
 PERRY, IA 50220-1649
 United States

Total before tax: \$148.86
 Estimated tax to be collected: \$0.00

Grand Total: \$148.86

Credit Card transactions

Visa ending in 9723: March 1, 2020: \$148.86

To view the status of your order, return to [Order Summary](#).

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Final Details for Order #114-0601494-3861833

Print this page for your records.

Order Placed: March 5, 2020
Amazon.com order number: 114-0601494-3861833
Seller's order number: 7838994-00
Order Total: \$68.99

Shipped on March 5, 2020

Items Ordered	Price
1 of: <i>SSWBasics Plastic Bag Holder - Fits 11½"Wx6"Dx21"H Bag - Unit Measures 12" W x 12" L x 16" H</i> Sold by: Simple Retail™ (seller profile) Condition: New	\$40.99
1 of: <i>White Plastic T-Shirt Bags - HDPE (11 ½" x 6" x 21") Standard Size - Case of 1,000</i> Sold by: Simple Retail™ (seller profile) Condition: New	\$28.00

Shipping Address:
Perry Public Library
1101 WILLIS AVE
PERRY, IOWA 50220-1649
United States

Shipping Speed:
Two-Day Shipping

Payment Information

Payment Method:
Visa | Last digits: 9723

Item(s) Subtotal: \$68.99
Shipping & Handling: \$0.00

Billing address
Mary K. Murphy - Perry Public Library
1101 WILLIS AVE
PERRY, IA 50220-1649
United States

Total before tax: \$68.99
Estimated tax to be collected: \$0.00

Grand Total: \$68.99

Credit Card transactions

Visa ending in 9723: March 5, 2020: \$68.99

To view the status of your order, return to [Order Summary](#).

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EMPLOYEE OWNED

1215 141st Street
Perry Iowa 50220

Purchase 65.00

Credit SX00X XXXX XXXX 9723
Auth #005163
Lane #04 Checker #105
03 05 20 10 36 Ref #5840086482

March 05 2020 10:35 AM

Produce
Produce 65.00 F
VISA \$65.00
[] XXXX XXXX XXXX 9723
Auth# 005163 Ref# 5840086482
BALANCE DUE 65.00
CHANGE \$0.00

WIN A \$500 HY-VEE GIFT CARD!

Please visit www.Hy-VeeSurvey.com
and key in the 16-digit code below
to take a brief survey and enter for
your chance to win a \$500 Hy-Vee
gift card.

0305152270040020

No purchase necessary to enter
sweepstakes. See website for official
rules.

Date _____

Account Name _____

Account Number _____

Vendor _____

Description of Purchase _____

How paid? Mileage - reimbursed Cash - reimburse by check

Credit Card Billed Store Account

Total _____

Approved _____

Receipt attached



1215 141st Street
Perry Iowa 50220

Purchase 269.10

Credit SXXX XXXX XXXX 9723
Auth #013901
Lane #04 Checker #879
03 13 20 11 29 Ref #4815140389

March 13 2020 11:29 AM

Produce
HYV BROCCOLI FLORETS 269.10 F
90 @ \$2.99

VISA \$269.10
I J XXXX XXXX XXXX 9723
Auth# 013901 Ref# 4815140389

BALANCE DUE 269.10

CHANGE \$0.00

WIN A \$500 HY-VEE GIFT CARD!

Please visit www.Hy-VeeSurvey.com
and key in the 16-digit code below
to take a brief survey and enter for
your chance to win a \$500 Hy-Vee
gift card.

0313152260040033

No purchase necessary to enter
sweepstakes. See website for official
sweepstakes rules.

Total number of items sold = 90

Cashier:0879 Name:Ben L.
Store:1522 POS:004 Transaction:0033
Mar 13 2020 11:29 AM

Thank you!
For shopping your
Perry Hy-Vee!

Reimbursed Administrative Hours

Health Initiative Grant				
Employee Name:	Mary Murphy			
Position:	Library Director			
Date:	Hours Worked	Hourly Pay Rate	Grant Admin Pay	
2/28/2020	3.00	\$ 25.70	\$	77.10
3/5/2020	2.50	\$ 25.70	\$	64.25
Total Grant Administration Pay:			\$	141.35
Benefits:				
IPERS			\$	13.34
Medicare			\$	2.05
Social Security			\$	8.76
Total Grant Administration Reimbursement:			\$	165.51

Employee Name:	Mary Murphy			
Position:	Library Director			
Date:	Hours Worked	Hourly Pay Rate	Grant Admin Pay	
3/11/2020	1.00	\$ 25.70	\$	25.70
3/13/2020	1.00	\$ 25.70	\$	25.70
3/18/2020	0.50	\$ 25.70	\$	12.85
Total Grant Administration Pay:			\$	64.25
Benefits:				
IPERS			\$	6.07
Medicare			\$	0.93
Social Security			\$	3.98
Total Grant Administration Reimbursement:			\$	75.23

Reimbursed Administrative Hours

Health Initiative Grant				
Employee Name:	Mary Murphy			
Position:	Library Director			
Date:	Hours Worked	Hourly Pay Rate	Grant Admin Pay	
3/26/2020	1.00	\$ 25.70	\$	25.70
3/27/2020	4.00	\$ 25.70	\$	102.80
Total Grant Administration Pay:			\$	128.50
Benefits:				
IPERS			\$	12.13
Medicare			\$	1.86
Social Security			\$	7.97
Total Grant Administration Reimbursement:			\$	150.46

Reimbursed Administrative Hours

Health Initiatives Grant			
Employee Name:	Susan Kelderman		
Position:	Library Clerk		
Date:	Hours Worked	Hourly Pay Rate	Grant Admin Pay
3/4/2020	0.75	\$ 11.10	\$ 8.33
3/6/2020	0.50	\$ 11.10	\$ 5.55
3/9/2020	0.50	\$ 11.10	\$ 5.55
Total Grant Administration Pay:			\$ 19.43
Benefits:			
IPERS		\$	5.24
Medicare		\$	0.80
Social Security		\$	3.44
Total Grant Administration Reimbursement:			\$ 28.91

Employee Name:	Susan Kelderman		
Position:	Library Clerk		
Date:	Hours Worked	Hourly Pay Rate	Grant Admin Pay
3/11/2020	0.50	\$ 11.10	\$ 5.55
3/13/2020	0.50	\$ 11.10	\$ 5.55
Total Grant Administration Pay:			\$ 11.10
Benefits:			
IPERS		\$	5.24
Medicare		\$	0.80
Social Security		\$	3.44
Total Grant Administration Reimbursement:			\$ 20.58
TOTAL GRANT ADMINISTRATIVE REIMBURSEMENT			\$49.49

Employee Wage & Hour Report

Name: **MARY MURPHY** 1-3104

Department: **LIBRARY DIRECTOR**

Payroll Period

Start: 02 26 20 End: 03 10 20

Handwritten: 18/55
+ 2.5 part 10/55

First Week

W	T	F	S	S	M	T
26	27	28	29	01	02	03
9.0	9.0	8.5	1.0	X	10.0	11.0

Regular hrs Worked
Vacation hrs
Sick hrs
Holiday hrs
Other Leave
hrs. Grant

Handwritten: 30.0 hrs
Working Summary/coordinate programs
Mary M. Murphy

Second Week

W	T	F	S	S	M	T
04	05	06	07	08	09	10
8.0	9.0	7.0	3.5	X	8.0	8.0

Total Hours Worked
Total Vacation
Total Sick
Total Holiday
Total Other Leave
Total

Handwritten: 2.5
program

Employee Signature: _____

Supervisor Signature: _____

Approved by : Payroll Clerk : _____

City Administrator : _____

Date : _____

Date : _____

Handwritten: Total Health Grant

Handwritten: 5.5 hours

93.0						
------	--	--	--	--	--	--

Employee Wage & Hour Report

Name: **MARY MURPHY** 1-3104

Department: **LIBRARY DIRECTOR**

Payroll Period

Start: 03 11 20 End: 03 24 20

+2.0

First Week

W	T	F	S	S	M	T
11	12	13	14	15	16	17
4.5	4.5	6.0	5.5	X	8.0	8.0

Regular hrs Worked
 Vacation hrs
 Sick hrs
 Holiday hrs
 Other Leave
 Grant

Second Week

W	T	F	S	S	M	T
18	19	20	21	22	23	24
8.0	8.0	8.0	X	X	8.0	8.0

Total Hours Worked
 Total Vacation
 Total Sick
 Total Holiday
 Total Other Leave
 Total

.50

2.5

Employee Signature: _____

Mary A. Murphy

Supervisor Signature: _____

Approved by: Payroll Clerk: _____

Date: _____

City Administrator: _____

Date: _____

Total Health Grant
 2.5 Hours

Food Recovery
Copy

Employee Wage & Hour Report

Name: SUSAN KELDERMAN 3158

Department: PT LIBRARY

Payroll Period:

Start: 03 11 20 03 24 20

First Week

W	T	F	S	S	M	T
11	12	13	14	15	16	17
8.5		8.5				
.5						

Second Week

W	T	F	S	S	M	T
18	19	20	21	22	23	24
8		8			X	

Hours worked
Overtime hrs.
Vacation hrs
Sick hrs
Holiday hrs
Hol work-OT
Other leave
Comp time used
Comp time earn
Restock

.5

1.0

Total hrs worked	17.5
Total OT	
Total Vacation	
Total Sick	
Total Holiday	
Total holiday work OT	
Total other leave	
Total comp used	
Total comp earn	

TOTAL

11

Total Health Grant
1.0 hours

Employee Signature: [Signature]
Supervisor Signature: Misty M. Ambler

Approved by: Payroll Clerk: _____ Date: _____

City Administrator: _____ Date: _____

Food Recovery

Employee Wage & Hour Report

Name : SUSAN KELDERMAN 3158

Department : PT LIBRARY

Payroll Period

Start : 02 26 20 03 10 20

		* First Week *							* Second Week *						
		W	T	F	S	S	M	T	W	T	F	S	S	M	T
Hours worked				1					0						
Overtime hrs															
Vacation hrs															
Sick hrs															
Holiday hrs															
Hol work-OT															
Other leave															
Comp time used															
Comp time earn															

Food Restock Grant Hours

Total hrs worked	8															
Total OI																
Total vacation																
Total sick																
Total Holiday																
Total holiday work-OT																
Total other leave																
Total comp used																
Total comp earn																

TOTAL 1.75

Food Health Grant

1.75 Hours

Employee Signature: 

Supervisor Signature: _____

Approved by: Payroll Clerk: _____ Date: _____

City Administrator: _____ Date: _____

Board Overview

	FY 2018-2019	FY 2019-2020 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Last FY Mar.	
Volumes Held at Start of Period	74,435		50.05%	59,031	111,990	111,395	110,694	111,032	111,269	111,413	111,564	111,692	78,791	
Freegal Music Circulation	945	203	-44.13%	2	46	12	21	20	29	32	24	17	63	
Electronic Audiobook Circulation	2,123	1,625	14.81%	234	161	163	178	164	172	187	177	189	201	Overdrive=189
Electronic Book Circulation	2,984	2,069	4.00%	237	213	199	197	192	252	277	225	277	258	Overdrive=277
Electronic Video Circulation	1	290	43400%	20	12	7	11	14	13	67	42	104		Overdrive=1
Total Circulation	70,812	53,504	13.34%	7,417	5,406	5,712	6,494	5,422	5,785	5,543	5,236	6,489	6,064	Rbdigital=103
Number of Borrowers at End of Period	4,880		5.82%	4,908	4,948	4,997	5,022	5,050	5,077	5,108	5,146	5,164	4,664	
Library Visits	73,003	51,372	5.55%	7,347	5,530	5,293	6,888	6,890	5,160	5,255	5,437	3,572	5,639	
Total Number of Reference Questions	3,484	2,481	6.82%	329	286	345	322	229	288	233	239	230	286	
Total Number of Programs	778	561	8.16%	81	33	58	80	75	63	68	66	37	65	
Total Number Attending Programs	21,845	10,231	-29.75%	1,832	374	787	1,560	2,911	657	783	887	440	746	
Annual Meeting Room Use	418	335	20.22%	26	33	45	58	40	34	40	41	18	45	
Public Computer Usage	25,227	15,218	-9.51%	1,929	1,736	1,903	2,268	1,871	1,922	1,605	1,535	449	1,223	
Wireless Computer Usage	9,467	6,742	6.82%	791	700	780	1,023	930	899	713	696	210	767	
Pages Viewed on Web Site	28,089	22,124	18.15%	2,888	2,138	2,035	2,327	1,974	1,721	2,559	2,914	3,568	2,421	
Unique Visitors to Web Site	7,409	6,054	22.57%	662	634	686	758	654	587	695	564	814	668	
Pages Viewed Online Catalog	26,089	12,820	-26.25%	2,304	1,710	1,745	916	1,009	939	1,048	1,299	1,850	2,804	
Unique Visitors to Online Catalog	1,932	1,128	-12.42%	0	0	137	159	139	124	148	178	243	219	
Wwwbrary users	1,700		3.00%	1,692	1,686	1,681	1,678	1,676	1,662	1,656	1,651	1,649	1,541	
Wwwbrary pages viewed	3,936	4,128	59.22%	477	320	263	470	544	374	678	549	503	221	
Wwwbrary Click-Thru to Catalog	1,816	1,271	4.98%	146	161	72	147	176	141	153	155	120	122	

Statistics – Discuss at meeting.

Think Spring Storytimes Begin at the Library – March 31, April 1 CANCELLED

Legos @ the Library – April 1 CANCELLED

Medicare Basics Seminars at Perry Public Library – April 2, 14, 18, 30 CANCELLED

Perry Public Library will be closed Sunday, April 12, for the Easter Holiday NOT CANCELLED

Perry Public Library *Craft Club* – April 13 CANCELLED

Friends of the Perry Public Library Book Sale – April 17-18 CANCELLED

Quarterly Classics Book Club – April 14 ??? meeting?

Monthly Book Club – April 21 ??? meeting?

The Perry Public Library closed on March 16, 2020 due to the coronavirus pandemic. We do not know how long we are going to be closed. The closure of all Perry public buildings has been thought through carefully considering the developments of the ongoing pandemic and advise of state and local health authorities. Our major concern is the health and safety of our community. Early social distancing has been found to be one of the major factors in slowing the spread of the coronavirus

Our new program of food recovery is now suspended. It will return when “normal” time returns.

The library will be offering curbside service during this time. We are also offering Activity Kits for families with children in the following age groups: Preschool, K/1, 2/3, 4/5. Curbside service is available on Monday through Friday 10am-5pm and Saturday 10a.m.-2p.m. Call us at 515-4-3569 to place a curbside order of materials.

“Online Storytime with Miss Suzanne” started on March 31, 2020 and will continue Tuesday and Thursday mornings at 9:30 a.m. You can connect through the link on our website.

For Perry residents, you can obtain a digital library card by filling out the form on our website www.perry.lib.ia.us or calling the library, 515-465-3569.

At this time we are encouraging our patrons to use our website, www.perry.lib.ia.us and the tools and resources available there, including eBooks and eAudiobooks, streaming video, digital learning tools, and more. We are posting virtual tours, fun storytimes and a lot more adventures on our Facebook page and website.

Free Book Friday started on March 28, 2020 with the library donating books to the elementary schools to hand out books with their Grab and Go lunches. Report at the meeting.