

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, May 14, 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://us02web.zoom.us/j/84064404563?pwd=UVNNTDhQSkZL3krSE84VUI2N1hQZz09>

By Phone:

1(312) 626-6799 Meeting ID: 840 6440 4563 PW: 431441

**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 May Gift Fund Claims and City Budget: Library Fund Status FY20
6. Unfinished Business:
 - a. Building Project
 - i. Reminder: Special meeting dates - May 28, 2020 and June 25, 2020
 - b. Health Initiatives
 - i. StoryWalk™ progress
7. New Business:
 - a. Reopening Discussion
8. Librarian's Report and Statistics
9. Board Education – E-Meetings
10. Open Forum
11. Next Meeting on June 11, 2020 at 8 a.m.
12. Adjourn

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

By Computer, Tablet, or Smartphone:

<https://zoom.us/j/920144006>

By Phone:

+1 (312) 626-6799

Meeting ID: 920144006

The Perry Public Library Board of met in regular session on Thursday, April 9, 2020. Note: This meeting was entirely conducted electronically.

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

President Mark Miller called the meeting to order.

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

Minutes – Margaret Ruggle moved and Rosa Gonzalez seconded a motion to approve the minutes of the March 12, 2020 meeting. MCU.

Gift Fund bills were presented with deposits and expenses explained. Margaret Ruggle moved and Heather Karolus seconded a motion to approve checks #5927 - #5938 in the amount of \$9,210.26 from the Gift Fund and the Library line items from the FY20 City of Perry Budget. MCU.

Unfinished Business:

Building Project – Director Murphy reviewed the progress of the 2020 Building Project. City Council authorized signing of the contract with ETHOS at the Monday, April 6, 2020 meeting. A kickoff meeting was held with ETHOS and the timeline was detailed. Carpet selection was made. ETHOS strongly encouraged staff not to be present in the building during construction. Director Murphy is looking into alternative housing of staff for the month of August. In the decision timeline, the Board needs to meet on May 28, 2020 to approve plans for public bidding and on June 25, 2020 to award the construction bid. Heather Karolus moved to set the dates for two special meetings, one for Thursday, May 28, 2020 at 8 a.m. and one for Thursday, June 25, 2020 at 8 a.m. Margaret Ruggle seconded the motion. MCU.

Health Initiatives – Director Murphy reported on the suspension on the grant programming. Please see attached report and invoice that was sent to Dallas County Public Health for expenses incurred during March. Rosa Gonzalez moved to pay \$9,404.50 for the StoryWalk™ panels by April 30, 2020 with Heather Karolus seconding the motion. MCU.

New Business: None

Librarian's Report:

Statistics – We have seen a marked increase in the Library online resource use.

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 CANCELLED

Monthly Book Club – April 21 CANCELLED

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 515-465-3569 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.

Board Education: E-meetings and Open Meeting Laws: Due to the State Health Emergency Declaration regarding Covid-19, Board meetings subject to Open Meeting Laws can be conducted pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020.

The next meeting is scheduled on Thursday, May 7, 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.

Rosa Gonzalez moved to adjourn the meeting with Heather Karolus seconding. MCU. Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

Register Report

4/3/2020 through 5/7/2020

5/7/2020

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Date	Num	Description	Memo	Category	Amount
BALANCE 4/2/2020					13,918.60
4/13/2020	DEP	S Deposit	Eat Greater DM - For Frid...Donation		500.00
			Eat Greater DM Driver	Reimbursements	182.00
4/13/2020	5939	Susan Kelderman	Cash Register	Eat Greater DM Produ...	-182.00
4/24/2020	DEP	Deposit		Health Grant Reimburs...	10,349.95
5/4/2020	DEP	S Deposit	Chuck Smith by Myrna an...	Gifts And Memorials	120.00
			Marlene Johnson	Gifts And Memorials	100.00
5/4/2020	DEP	Deposit	Transfer	PPLF	2,100.00
5/5/2020	5940	Barkley Construction	Quiet Lab Waincotting	2020 Building Project	-2,400.00
5/6/2020	5941	S Wells Fargo Visa		Materials:Videos	-120.25
				Materials:Children's Bo...	-23.67
			Fiction	Materials:Adults	-36.65
				Materials:HotSpot	-198.95
				Marketing	-110.78
5/6/2020	5942	S Ingram Library Services	Fiction	Materials:Adults	-831.36
			Nonfiction	Materials:Adults	-46.57
				Materials:Children's Bo...	-162.00
				Materials:Replacements	-10.43
				Materials:Young Adult	-52.12
5/6/2020	5943	Barking Dog Interpreti...	StoryWal-TM Panels and ...	Health Grant Expenses	-9,404.50
5/6/2020	5944	Scholastic, Inc	Inv # 21372049	Materials:Children's Bo...	-1,500.00
5/6/2020	5945	ETHOS Design Group	Reimbursables	2020 Building Project	-282.46
5/6/2020	5946	The Penworthy Comp...	Cust # F:1448-1	Materials:Children's Bo...	-142.75
5/6/2020	5947	The Perry Chief	Acct # 8024680	Materials:Subscriptions	-46.00
5/6/2020	5948	Recorded Books	Invoice # 76636624	Materials:Streaming	-65.78
5/6/2020	5950	S Cengage Learning In...	Large print	Materials:Adults	-26.29
			Large print	Materials:Adults	-50.98
			Large print	Materials:Adults	-24.69
			Large print	Materials:Adults	-73.42
5/6/2020	5949	Suzanne Kestel	Outreach Mileage Febe/...	Outreach Mileage	-72.45
5/6/2020	5951	Mary K. Murphy	Uline Storage Crates	Health Grant Expenses	-439.90
4/3/2020 - 5/7/2020					-2,952.05
BALANCE 5/7/2020					10,966.55
TOTAL INFLOWS					13,351.95
TOTAL OUTFLOWS					-16,304.00
NET TOTAL					-2,952.05

Banking Summary
4/3/2020 through 5/7/2020

Category	4/3/2020- 5/7/2020
INCOME	
Donation	500.00
Gifts And Memorials	220.00
Health Grant Reimbursement	10,349.95
PPLF	2,100.00
Reimbursements	182.00
TOTAL INCOME	13,351.95
EXPENSES	
2020 Building Project	2,682.46
Eat Greater DM Produce Driver Expense	182.00
Health Grant Expenses	9,844.40
Marketing	110.78
Materials	
Adults	1,089.96
Children's Books	1,828.42
HotSpot	198.95
Replacements	10.43
Streaming	65.78
Subscriptions	46.00
Videos	120.25
Young Adult	52.12
TOTAL Materials	3,411.91
Outreach Mileage	72.45
TOTAL EXPENSES	16,304.00
OVERALL TOTAL	-2,952.05

**City of Perry - Perry Public Library Line Items
May 7, 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	\$176,472.00	\$155,030.66	\$21,441.34	88%
001-410-6020	WAGES - PT	\$50,500.00	\$44,761.06	\$5,738.94	89%
001-410-6240	TRAVEL AND CONFERENCE	\$500.00	\$720.00	(\$220.00)	144%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$1,467.58	(\$467.58)	147%
001-410-6371	UTILITIES	\$32,000.00	\$33,155.09	(\$1,155.09)	104%
001-410-6373	TELEPHONE	\$4,000.00	\$3,633.64	\$366.36	91%
001-410-6408	INSURANCE TORT/GENERAL	\$6,500.00	\$6,894.73	(\$394.73)	106%
001-410-6413	CONTRACT SERVICES	\$17,000.00	\$11,539.61	\$5,460.39	68%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$7,768.75	\$1,731.25	82%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$4,760.05	\$239.95	95%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$749.00	\$1,751.00	30%
001-410-6514	INVENTORY & SUPPLIES	\$1,000.00	\$818.10	\$181.90	82%
BENEFIT FUND					
112-410-6110	SOCIAL SECURITY	\$17,363.00	\$14,336.46	\$3,026.54	83%
112-410-6130	IPERS	\$21,426.00	\$17,259.58	\$4,166.42	81%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$57,352.00	\$49,989.36	\$7,362.64	87%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,089.00	\$881.06	\$207.94	81%
112-410-6154	PREMIUMS/DENTAL/VISION	\$1,392.00	\$0.00	\$1,392.00	0%
112-410-6160	WORKERS COMPENSATION	\$323.00	\$281.99	\$41.01	87%
CAPITAL FUND					
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$23,560.00	\$23,155.06	\$404.94	98%
121-410-6770	CAP OUTLAY - LIBRARY	\$35,000.00	\$39,512.18	(\$4,512.18)	113%
122-410-6750	CAPITAL/BUILDING	\$40,000.00	\$31,951.81	\$8,048.19	**80%
GIFT FUND					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$19,144.37	\$25,855.63	43%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$137.16	\$25,062.84	1%
LIBRARY TOTAL		\$573,677.00	\$467,947.30	\$105,729.70	82%

CALENDAR 5/2020, FISCAL 11/2020

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
LIBRARY BUILDING FUND	1,397.04	69,650.00	.00	.00	71,047.04
Report Total	1,397.04	69,650.00	.00	.00	71,047.04

City of Perry - Public Library

05/08/20

Master Planning Cost Estimate

	Percentage	Ball Team Full Scope Estimate	Hansen Full Scope Estimate	Ball team Reduced Scope Estimate (no circ desk)	Budget	Comments
1 Contractor Provided Estimate		\$390,605	\$279,512	349947.32		
2 Take out sprinkler, light allowance, & landscaping (Ball Team only)		-\$8,250	\$0	-\$8,250		
3 VE Items Decided		-\$2,260	-\$2,260	-\$2,260		
4 ESTIMATED CONSTRUCTION COST		\$380,095	\$277,252	\$339,437		
5 Construction Contingency	7.00%	\$26,606.65	\$19,407.64	\$23,760.61		
6 RANGE		\$406,701.65	\$296,659.64	\$363,197.93	\$280,000.00	
7	High (3%)	418,903	305,559	374,094		
8	Low (3%)	394,501	287,760	352,302		
9						
10 Soft Costs Summary						
11 Estimated Special Inspections		\$1,000	\$1,000	\$1,000	\$1,000	
12 Asbestos Testing (unknown)		\$0	\$0	\$0	\$0	
13 Asbestos Abatement (unknown)		TBD	TBD	TBD	TBD	
14 Estimated Furniture Moving Allowance		\$15,000	\$15,000	\$15,000	\$15,000	
15 Design Fees		\$40,705	\$40,705	\$40,705	\$40,705	
16 Estimated Reimbursable Expenses (max)		\$5,500	\$5,500	\$5,500	\$5,500	
17 Estimated Total Project Cost		\$468,907	\$358,865	\$425,403	\$342,205	
18 Total with removal of Bid Alternates		\$449,605	\$339,563	\$406,101		
19						

Bid Alternate 1: Flooring in Meeting Room, Kitchen, Storage 107

20	Mtg Room and Kitchenette Tile	1,025	\$13,495			
21	Storage Room flooring - sheet vinyl	177	\$1,062			
22						
23	Bid Alternate 2: Flooring in Work Room, Office, Break Room	871	\$5,807			
24		sq. yd	97			

Omit south floor box; Omit extra counter in RR; Omit 1 lav and faucet in RR; omit Plam and quartz on new partial wall
Ball team values the Circulation Desk Work at \$40,658

Board Overview

	FY 2018-2019	FY 2019-2020 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	Last FY Apr.
Volumes Held at Start of Period	74,435		50.10%	59,031	111,990	111,395	110,694	111,032	111,269	111,413	111,564	111,692	111,725	78,188
Freegal Music Circulation	545	221	-45.93%	2	46	12	21	20	29	32	24	17	18	50
Electronic Audiobook Circulation	2,123	1,828	14.81%	234	161	163	178	164	172	187	177	189	203	170
Electronic Book Circulation	2,984	2,377	6.21%	237	213	199	197	192	252	277	225	277	308	225
Electronic Video Circulation	1	395	52567%	20	12	7	11	14	13	67	42	104	105	
Total Circulation	70,812	60,535	13.98%	7,417	5,406	5,712	6,494	5,422	5,785	5,543	5,236	6,509	7,011	5,468
Number of Borrowers at End of Period	4,880		5.94%	4,908	4,948	4,997	5,022	5,050	5,077	5,108	5,146	5,164	5,170	4,752
Library Visits	73,003	51,372	-6.17%	7,347	5,530	5,293	6,888	6,890	5,160	5,255	5,437	3,572	0	5,676
Total Number of Reference Questions	3,484	2,681	2.60%	329	286	345	322	229	268	233	239	230	200	279
Total Number of Programs	778	573	-1.80%	81	33	58	80	75	63	68	66	37	12	63
Total Number Attending Programs	21,845	10,435	-36.31%	1,832	374	787	1,560	2,911	657	783	887	440	204	1,506
Annual Meeting Room Use	418	335	6.86%	26	33	45	58	40	34	40	41	18	0	33
Public Computer Usage	25,227	15,428	-18.46%	1,929	1,736	1,903	2,268	1,871	1,922	1,605	1,535	659	0	1,881
Wireless Computer Usage	9,467	6,922	-2.51%	791	700	780	1,023	930	899	713	696	210	180	811
Pages Viewed on Web Site	28,089	29,100	38.13%	2,888	2,138	2,035	2,327	1,974	1,721	2,559	2,914	3,568	6,976	2,706
Unique Visitors to Web Site	7,409	8,597	54.71%	662	634	686	758	654	587	695	564	814	2,543	633
Pages Viewed Online Catalog	26,089	14,324	-26.79%	2,304	1,710	1,745	916	1,009	939	1,048	1,299	1,850	1,504	811
Unique Visitors to Online Catalog	1,932	1,341	-7.45%	0	0	137	159	139	124	148	178	243	213	170
Wowbrary users	1,700		3.18%	1,692	1,686	1,681	1,678	1,676	1,662	1,656	1,651	1,649	1,646	1,714
Wowbrary pages viewed	3,936	4,684	58.67%	477	320	263	470	544	374	678	549	503	506	332
Wowbrary Click-Thru to Catalog	1,816	1,427	4.77%	146	161	72	147	176	141	153	155	120	156	98

Statistics – Discuss at meeting.

The Perry Public Library has been closed since March 16, 2020 due to the coronavirus pandemic. We still do not know how long we are going to be closed. The closure of all Perry public buildings was 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

With the large outbreak of corona virus in Perry, it will be some time before we consider opening to the public. We are working on a procedure to return library material to the library. But it will not happen yet.

The library is still 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.

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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. The book give away was suspended as the virus outbreak surged.

We have been planning an all virtual summer library program with the KidsFest being the finale on July 25th not the Kickoff on June 6th. If we do open later in June or July, we will adapt the programming to in person.

Work has begun on the StoryWalk™. Cement was poured starting on May 7. It will take awhile to get all the cement poured and the StoryWalk™ panels mounted. It has truly been a collaboration between the library, the parks and Rec and Public Works. The Perry Public Works employees are digging the grass out, placing the framing for the cement pads, and pouring the cement. The Parks and rec employees are putting together the StoryWalk™ Panels and posts and mounting them on the cement pads. Miss Suzanne is deconstructing two ‘Chicken Little’ books for the story pages that will be placed in the panels.

Reopening Plans – I have been collecting many examples of reopening plans from other libraries (both here in Iowa and across the country) to form our own best way to reopen whenever that may be. Many webinars and discussions are being held about this very subject.



StoryWalk® Solutions

ALUMINUM FRAME AND ALUMINUM POST - ANGLED

For a 18" h x 24" w page, with a viewable area of 17" h x 23" w.

45 degree display angle.

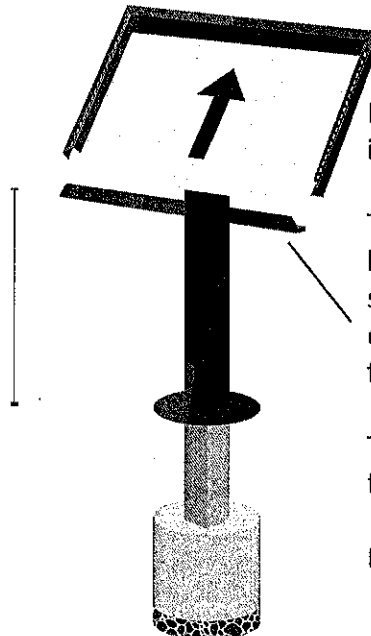
Standard post length is 60", for in ground installation

Longer posts and surface mounted posts are available.

Installed height 28" to 32"

Prepare footing depth per your region's requirements.

Ensure post is plumb and level while back filling with appropriate material.



Removable bottom rail for page insertion.

The 2 sheets of acrylic - with the laminated page between them - slide up into the exposed channel on the bottom of the frame.

The powder coated aluminum frame has a 1 year warranty.

Made in the USA!

Assembly Instructions

1. Install the frame to the sleeve with the (4) allen head screws, one flat washer, and one nylock nut. The allen driver is provided, you will need a 7/16" socket to install the nylock nut. Do not use power tools as stainless steel hardware will gall and seize.
2. Remove the bottom frame rail 2 screws with the allen driver. Holding the rail in your hand, install a screw thru the rail, then push a white retaining washer down over the threads. Repeat. The retaining washer will help keep the screws in the frame rail which you replace pages.

Page Installation – first time

1. Remove the blue masking from both sides of the acrylic.
2. Place your page and optional colored backer between the sheets of acrylic. Be sure your pages are numbered, or you know what page order they should be installed.
3. Remove the bottom frame rail using the provided driver.
4. Slide the sheets up into the exposed frame channel.
5. Replace the bottom rail.

Cleaning Instructions

Use a soft cloth and dilute soap and water to wash and dry the displays.

DO NOT USE ammonia cleaners (Windex) or paper towels.

