

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a Special Meeting on

Thursday, June 11, 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/83013079744?pwd=QkZPSE9kbmt3SjE3akhLb2d6L01Udz09>

By Phone:

1(312) 626-6799 Meeting ID: 830 1307 9744 PW: **124907**

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 May 14, 2020 and May 28, 2020 Meeting Minutes
5. Approval of Financial Statements: Gift Claims and City of Perry Library Line Items
6. Unfinished Business:
 - a. Building Project
 - i. Reminder: Special meeting date - June 25, 2020
 - b. Health Initiatives Grant
 - i. StoryWalk™ progress
 - c. Reopening Plan
7. New Business
8. Board Education
9. Open Forum
10. Next Regularly Scheduled Meeting is on July 16, 2020 at 8 a.m. with a Special Meeting scheduled June 25, 2020 at 8 a.m.
11. 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:
Join Zoom Meeting

<https://us02web.zoom.us/j/83263767482?pwd=dmZyRVFrb21lSmlyVTcraDlMTnJJQT09>

Meeting ID: 832 6376 7482

Password: 352148

By Phone:
+1 (312) 626-6799
Meeting ID: 920144006

The Perry Public Library Board of met in regular session on Thursday, May 14, 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 – Rosa Gonzalez moved to approve the agenda with Heather Karolus seconding the motion. MCU.

Minutes – The minutes were amended for a correction. Margaret Ruggle moved and Heather Karolus seconded a motion to approve the amended minutes of the April 9, 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 #5939 - #5951 in the amount of \$16,304.00 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. The cost estimates from Ball Team and Hansen were reviewed. After some discussion, Rosa Gonzalez moved with Heather Karolus seconding a motion to include the circulation desk as an alternate in the project. MCU. We will have a meeting tomorrow with the Architect Dana Pedersen to finalize finishes and drawings.

Health Initiatives – Director Murphy reported that three of the four Health Initiative Book Discussion Kits are ready to be put into service. The health topics highlighted in the book discussion kits are Heart Health, Mental Health, Healthy Aging, and Family Health History. The StoryWalk™ panels have arrived and the cement pads are being poured by Perry Public Works Department. With good weather, it is estimated that we should be able to “open” the StoryWalk™ on June 1, 2020. The StoryWalk™ is 15 story panels with Challenge

Activities having five story panels engaging participants in some physical challenge, for instance, jumping jacks. The Challenge Activities are located toward the east and around the gazebo.

New Business:

Reopening – Governor Reynolds proclaimed that libraries may reopen on May 15, 2020. Given the prevalence of the corona virus in Dallas County and particularly in Perry, the library will not be opening on May 15, 2020. Director Murphy will put in place a procedure to accept library materials back with a tentative date of June 1, 2020 to begin this service. Director Murphy will create a reopening plan that will be a phased-in plan. The situation is very fluid and will be discussed more at the May 28th special meeting. The staff is planning a virtual Summer Library Program for children, teen, and adults.

Librarian's Report:

Statistics – We have seen another month of increase in the Library online resource use.

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 515-465 -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. The book giveaway started up again last week.

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 a while 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.

Board Education: E-Meetings from the Iowa League of Cities - Guidance for Holding Electronic Meetings

In light of recent federal and state agency warnings related to COVID-19, cities may feel the need to conduct city council and board (Library Board)/commission meetings electronically. This is permitted under Section 21.8 of the state code and a recent press release from the [Iowa Public Information Board](#) (IPIB) offers guidance on how to comply with the law.

In most cases in the past, the use of Section 21.8 was to allow a single council member to join a meeting electronically from a remote location (typically via conference call). However, the state code does permit an electronic meeting where all members participate remotely when an in-person meeting is "impossible or impractical." In either case, the city must ensure there is public access to the meeting and the notice requirements still apply (at least 24 hours before the meeting, a notice and agenda must be posted). Minutes of the meeting must also be taken and include a statement detailing why an in-person meeting could not be used. If a conference call or video conference is to be used, providing call-in details and/or a link to the online meeting to the public can help provide reasonable access.

For cities doing electronic meetings, here are a few ideas to help ensure they are successful:

- Research and choose platform that suits the city's needs (there are numerous conference call and web conferencing options, including Zoom, GoToMeeting, Webex and more)
- Assign city official to manage the meeting software
- Test meeting software prior to meeting
- List electronic meeting details on meeting agenda/notice to the public (include call-in and web conference details, provide instructions to public on how they can join meeting)
- At beginning of meeting, mayor announces how public can participate (if applicable), procedures for making comments and have all speakers identify themselves before speaking
- Meeting manager should be prepared to mute/unmute remote speakers as necessary throughout meeting to minimize interruptions
- Use roll call voting to ensure each council member vote is easily understood
- If possible, record meeting so it can be shared with public (this does not replace the requirement to complete minutes of the meeting)

Related to this is the possibility of needing to hold a meeting without providing 24 hours' notice for emergency purposes. This is permitted under Section 21.4 of the state code, which says if 24 hours' notice is impossible, the city shall provide as much notice as possible. Also, the city must explain in the minutes the reason for holding the meeting without providing 24 hours' notice.

The next special meeting is scheduled for Thursday, May 28 at 8 a.m. in the library's small meeting room or may be held electronically depending on the Covid-19 situation. The next normally scheduled meeting is scheduled on Thursday, June 11, 2020 at 8 a.m. in the library's small meeting room or may be held electronically depending on the Covid-19 situation. The public is always welcome.

Heather Karolus moved to adjourn the meeting with Jeremy Winter seconding. MCU. Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

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://us02web.zoom.us/j/85128420001?pwd=NkM4T1ArMm5JZkRrc2FhVXdVZ1V5QT09>

By Phone:

1(312) 626-6799 Meeting ID: 851 2842 0001 PW: 081569

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

The Perry Public Library Board of met in special meeting on Thursday, May 28, 2020. Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, Jeremy Winter, and Rosa Gonzalez were present. Architect Dana Pederson, 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 Margaret Ruggle seconding the motion. MCU.

Unfinished Business:

Building Project – ETHOS Architect Dana Pedersen presented the 2020 Library Building Renovation Plan. Please find drawings and specification here:

Drawings: <https://app.box.com/s/41kvzyrdc1a42o6ci1n0j5y7pqd9aswu>

Specifications: <https://app.box.com/s/o9grx0g92gd3r7ufjw542qq05p5ux0vy>

Heather Karolus moved to *Issue the Drawings and Specifications For Bid for the 2020 Library Renovation* with Margaret Ruggle seconding the motion. MCU.

StoryWalk™ cement pads have been poured and we are waiting for storybook panels to be erected. Our target date was June 1, 2020, however with all the rain it will be further towards the middle of June to launch the StoryWalk™.

Reopening – We are scheduled to start accepting library materials back on Monday, June 1, 2020. The clean Perry Garbage totes are ready. Signage will be made today. The next phase of reopening will depend on 14 days of declining positive infections and deaths in Dallas County. We will be taking this slow and be extremely cautious, with the health of the patrons and staff paramount.

The next regular Library Board of Trustees meeting is scheduled for Thursday, June 11 at 8 a.m. in the library's small meeting room or may be held electronically depending on the Covid-19 situation. Another Special Meeting is scheduled for June 25, 2020 at 8 a.m. in the library's small meeting room or may be held electronically depending on the Covid-19 situation. The public is always welcome.

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

Respectfully submitted, Mary K. Murphy, Library Director

Register Report

5/8/2020 through 6/3/2020

6/3/2020

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Date	Num	Description	Memo	Category	Amount
BALANCE 5/7/2020					12,966.55
5/11/2020	DEP	Deposit	Johnson for Karen Kin...	Gifts And Memorials	10.00
5/21/2020	5952	Stokely Lumb...	Treated lumber for ce...	Health Grant Expenses	-69.50
5/21/2020	5953	S Central Iowa ...	Invoice # 591302	Health Grant Expenses	-647.50
			Invoice # 591530	Health Grant Expenses	-707.00
5/21/2020	5954	Well Fargo Visa	Book Discussion Kit	Health Grant Expenses	-215.64
5/22/2020	DEP	S Deposit	A. Bambrick Memorial	Gifts And Memorials	6,255.00
			K Kinney Memorial	Gifts And Memorials	100.00
			Gift Fund Reimbursen...	Reimbursements	2,400.00
5/22/2020	5955	Central Iowa ...	Invoice # 590804	Health Grant Expenses	-511.00
6/3/2020	DEP	Deposit	Transfer	Gifts And Memorials	2,100.00
6/3/2020	5956	S Wells Fargo		Materials:Videos	-152.27
				Materials:Children's B...	-43.98
			Fiction	Materials:Adults	-37.99
				Materials:HotSpot	-200.47
				Materials:Subscriptions	-15.00
				Programming	-1,444.08
				Courtesy Expenses	-11.98
				Marketing	-118.44
			Mental Health Month B...	Health Grant Expenses	-215.64
6/3/2020	5957	S Cengage Lear...	LP # 70367056	Materials:Adults	-221.56
			LP# 70400155	Materials:Adults	-24.69
6/3/2020	5958	REcorded Bo...	Invoice 76647371	Materials:Streaming	-62.79
6/3/2020	5959	S Ingram Librar...	Fiction	Materials:Adults	-513.32
			Nonfiction	Materials:Adults	-78.90
				Materials:Children's B...	-9.77
				Materials:Young Adult	-36.77
				Health Grant Expenses	-9.79
6/3/2020	5960	Genesis Grap...	Story Panel Matts	Health Grant Expenses	-134.20
6/3/2020	5962	Central Iowa ...	Inv # 593626	Health Grant Expenses	-526.00
6/3/2020	5961	Harland Ace ...	Anchors and Bolts	Health Grant Expenses	-186.29
5/8/2020 - 6/3/2020					4,670.43
BALANCE 6/3/2020					17,636.98
TOTAL INFLOWS					10,865.00
TOTAL OUTFLOWS					-6,194.57
NET TOTAL					4,670.43

6/3/2020

Banking Summary
5/8/2020 through 6/3/2020

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Category	5/8/2020- 6/3/2020
INCOME	
Gifts And Memorials	8,465.00
Reimbursements	2,400.00
TOTAL INCOME	10,865.00
EXPENSES	
Courtesy Expenses	11.98
Health Grant Expenses	3,222.56
Marketing	118.44
Materials	
Adults	876.46
Children's Books	53.75
HotSpot	200.47
Streaming	62.79
Subscriptions	15.00
Videos	152.27
Young Adult	36.77
TOTAL Materials	1,397.51
Programming	1,444.08
TOTAL EXPENSES	6,194.57
OVERALL TOTAL	4,670.43

City of Perry
Perry Public Library Budget Line Items
June 3, 2020

GL Budget Report: CULTURE & RECREATION - LIBRARY					
Account Number	Account Title	Total Budget	YTD Exp	YTD Balance	% EXP
General Fund					
001-410-6010	WAGES	\$176,472.00	\$168,511.58	\$7,960.42	95%
001-410-6020	WAGES - PT	\$50,500.00	\$46,602.50	\$3,897.50	92%
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	\$35,111.16	(\$3,111.16)	110%
001-410-6373	TELEPHONE	\$4,000.00	\$3,994.05	\$5.95	100%
001-410-6408	INSURANCE TORT/GENERAL	\$6,500.00	\$6,894.73	(\$394.73)	106%
001-410-6413	CONTRACT SERVICES	\$17,000.00	\$11,705.31	\$5,294.69	69%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$7,768.75	\$1,731.25	82%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$4,861.31	\$138.69	97%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$836.12	\$1,663.88	33%
001-410-6514	INVENTORY & SUPPLIES	\$1,000.00	\$818.10	\$181.90	82%
Benefit Fund					
112-410-6110	SOCIAL SECURITY	\$17,363.00	\$15,425.74	\$1,937.26	89%
112-410-6130	IPERS	\$21,426.00	\$18,635.37	\$2,790.63	87%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$57,352.00	\$55,012.52	\$2,339.48	96%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,089.00	\$969.01	\$119.99	89%
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	\$493,516.40	\$80,160.60	86%

Board Overview

	FY 2018-2019	FY 2019-2020 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	Last FY May
Volumes Held at Start of Period	74,435		50.23%	59,031	111,990	111,395	110,694	111,032	111,269	111,413	111,564	111,692	111,725	111,821	76,783
Freegal Music Circulation	545	255	-48.96%	2	46	12	21	20	29	32	24	17	18	34	16
Electronic Audiobook Circulation	2,123	2,019	3.75%	234	161	163	178	164	172	187	177	189	203	191	203
Electronic Book Circulation	2,984	2,720	-0.56%	237	213	199	197	192	252	277	225	277	308	343	244
Electronic Video Circulation	1	417	45391%	20	12	7	11	14	13	67	42	104	105	22	
Total Circulation	70,812	67,166	3.47%	7,417	5,406	5,712	6,494	5,422	5,785	5,543	5,236	6,509	7,011	6,631	5,652
Number of Borrowers at End of Period	4,880		5.86%	4,908	4,948	4,997	5,022	5,050	5,077	5,108	5,146	5,164	5,170	5,166	4,812
Library Visits	73,003	51,372	-23.23%	7,347	5,530	5,293	6,888	6,890	5,160	5,255	5,437	3,572	0	0	5,707
Total Number of Reference Questions	3,484	2,838	-11.14%	329	286	345	322	229	268	233	239	230	200	157	258
Total Number of Programs	778	582	-18.39%	81	33	58	80	75	63	68	66	37	12	9	55
Total Number Attending Programs	21,845	10,529	-47.42%	1,832	374	787	1,560	2,911	657	783	887	440	204	94	2,479
Annual Meeting Room Use	418	335	-12.57%	26	33	45	58	40	34	40	41	18	0	0	32
Public Computer Usage	25,227	15,428	-33.28%	1,929	1,736	1,903	2,268	1,871	1,922	1,605	1,535	659	0	0	2,081
Wireless Computer Usage	9,467	7,077	-18.45%	791	700	780	1,023	930	899	713	696	210	180	155	794
Pages Viewed on Web Site	28,089	33,513	30.16%	2,888	2,138	2,035	2,327	1,974	1,721	2,559	2,914	3,568	6,976	4,413	3,004
Unique Visitors to Web Site	7,409	8,597	26.58%	662	634	686	758	654	587	695	564	814	2,543	0	749
Pages Viewed Online Catalog	26,089	15,548	-34.99%	2,304	1,710	1,745	916	1,009	939	1,048	1,299	1,850	1,504	1,224	0
Unique Visitors to Online Catalog	1,932	1,497	-15.47%	0	0	137	159	139	124	148	178	243	213	156	0
Wowbrary users	1,700		30.88%	1,692	1,686	1,681	1,678	1,676	1,662	1,656	1,651	1,649	1,646	2,225	1,703
Wowbrary pages viewed	3,936	5,260	45.79%	477	320	263	470	544	374	678	549	503	506	576	352
Wowbrary Click-Thru to Catalog	1,816	1,550	-6.89%	146	161	72	147	176	141	153	155	120	156	123	185

Statistics – Discuss at meeting.

We are now in Phase 2 of our Phased-In Reopening Plan. Part-time employees were in the library on Wednesday, June 3, 2020 for a meeting covering PPE, personal responsibility, and cleaning of workspaces and of the library. We have one part-time employee that volunteered to clean the library and one part-time employee to help with the indoor plants, outdoor plants and landscape.

Phase 2

Date – June 3, 2020

Criteria to Implement

- Governor approval of libraries in Dallas County to open & Phase 1 of Federal Reopen Plan
- Recommendations from ALA and State Library of Iowa
- Easing of physical distancing restrictions
- 14 days of declining infections and deaths in Dallas County
- Gatherings of 10 or more allowed

Library Services

- Library closed to public
- Accept library materials returns with cleaning and quarantined protocol in place
- Curbside continue for checkouts of library materials
- Patron assistance via phone, text, email
- Programs: online only
- Outreach: suspended
- Copying, printing, faxing, notary perform with great care – curb-side service
- ILL and IA Shares resume
- *Possible computer use by appt ???*
- No library material donations accepted

Library Building Hours

- No public hours

Library Staffing

- Fulltime staff to report to library 9 a.m. to 5 p.m. on Mon - Fri and 10 a.m. to 2 p.m. on Sat. Publicly distancing as much as possible, cleaning common surfaces many times during the day, separate bathrooms, quarantining for 14 days if exposed to sick person, staff to do health checks every morning with CDC procedure
- PT staff will be needed for cleaning and disinfecting returned materials and Saturday staffing
- Staff to maintain physical distancing as much as possible

Needs

- Procure PPE masks, gloves, goggles/glasses and hand sanitizer, disinfecting wipes, and disinfectant - supply assured
- Staff encouraged to wear PPE

- Training: Safety and new library procedures for next phase
- Signage: Safety and Directional for next phase
- Promotion via website, social media, and city

Concerns

- Cleaning and quarantining of returned library materials (how long – current thought is 72 hours)

Summer Library Programs launch on June 1, 2020. All Children's, Teens, and Adult Programming is virtual. No face-to-face programming is planned. All programming will be conducted virtually with Zoom. *Imagine Your Story* is our theme this year and we partnering in our programming with ISU Extension and Outreach for the children and adult programs: Kids in the Kitchen, Design Your Own Diet and making whole grain recipes in the kitchen.

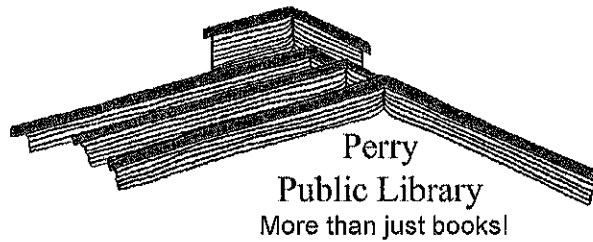
We have planned to have the KidsFest 2020 as the Finale on July 25 instead of the Kickoff on June 6th.

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. We delivered all the books to Perry Elementary School Library on Thursday May 28, 2020. The school will continue giving out Grab 'n Go Lunches until the end of July. Please see attached summation of books ordered for this program.

Work has begun on the StoryWalk™. All cement pads have been poured in Wiese Park. The story book panels have been made to go into the metal frames. Parks and Recreation Director John Anderson just relayed to me that the story panels will be mounted in Wiese Park by the end of next week.

**Free Book Friday Program
Invoices or Orders
May 20, 2020**

Receipt Number	Vendor	Date	Invoice Number	Total Expense	Elementary Books	Middle School Books	High School Books	Average Cost Per Book
1	First Book Marketplace	4/20/20	700271890	\$120.00	300			\$.40 per book
2	First Book Marketplace	4/20/20	700276396	\$53.73		27		\$1.99 per book
3	First Book Marketplace	4/20/20	700276396	\$1,613.43			382	\$4.22 per book
4	First Book Marketplace	4/24/20	700279394	\$141.99		32		\$4.44 per book
4.5	First Book Marketplace	4/24/20	700279394	\$14.75		8		\$1.84 per book
5	Scholastic, Inc.	4/20/20	30437745	\$302.76	68			\$4.45 per book
6	The Reading Warehouse	4/20/20	201866	\$500.00	125	100	100	\$1.54 per book
7	The Reading Warehouse	4/24/20	201984	\$750.00	300	100	100	\$1.50 per book
8	The Reading Warehouse	4/24/20	201985	\$158.95	100			\$1.50 per book
9	The Book Bundler	4/30/20	35692	\$627.00	221	85	60	\$1.71 per book
TOTAL	Grant Purchased	5/2/20		\$4,282.61	1114	352	642	\$2.28 per book
10	The Reading Warehouse	5/11/20	202310	\$900.00	600			\$1.50 per book
11	The Reading Warehouse	5/20/20	202579	\$1,000.00		325	325	\$1.54 per book
TOTAL	Grant Purchased	5/20/20		\$6,182.61	1714	677	967	\$1.84 per book
Total that Perry Public Library Purchased								
\$1,500.00 1500								
Total Books* Given Away								
\$7,682.61 3214 677 967 \$1.58 per book								
Expected Purchases as forecasted in Grant Application								
\$12,780.00 5600 560 876								



Phased – In Reopening of the Perry Public Library

May 19, 2020

This document is based on:

- the *State of Iowa Proclamation of Disaster Emergency on May 13, 2020*,
- the *Federal Guidelines – Opening Up America Again* from the CDC and White House,
- *Dallas County Health Department Guidelines*,
- *Iowa Department of Public Health Guidelines*, and
- *City of Perry Administration Guidance*.

Phase 1 – Currently

Date – March 16, 2020

Criteria to Implement

- Non-essential business closure starting March 16, 2020
- March 17, 2020 Public Health Emergency Declaration by Iowa Governor
- March 17, 2020 ALA and State Library of Iowa recommended library closures
- Public encouraged to stay home and physically distance as much as possible

Library Services

- Library building closed to public, curb-side service for library materials, focus on online library services, digital library cards, social media
- Patron assistance over the phone
- Programs: online only
- Copying, printing, and notary performed with great care – curb-side service
- Outreach – suspended
- No computers
- No meeting rooms
- No library materials donations accepted

Library Building hours

- No public hours

Library Staffing

- Fulltime staff to report to library 9 a.m. to 5 p.m. on Mon - Fri and 10 a.m. to 2 p.m. on Sat. Publicly distancing as much as possible, cleaning common surfaces many times during the day, separate bathrooms, quarantining for 14 days if exposed to sick person, staff to do health checks every morning with CDC procedure
- PT staff at home with pay, do not report to work

Needs

- Disinfectant supplies stockpiled or assured supply
 - PPE for staff available - masks, gloves, glasses/goggles available for all, supply assured
 - Prepare for Phase 2
 - o Book quarantined procedure finalized
 - o Staffing plan finalized for next phase
-

Phase 2

Date – June 3, 2020

Criteria to Implement

- Governor approval of libraries in Dallas County to open & Phase 1 of Federal Reopen Plan
- Recommendations from ALA and State Library of Iowa
- Easing of physical distancing restrictions
- 14 days of declining infections and deaths in Dallas County
- Gatherings of 10 or more allowed

Library Services

- Library closed to public
- Accept library materials returns with cleaning and quarantined protocol in place
- Curbside continue for checkouts of library materials
- Patron assistance via phone, text, email
- Programs: online only
- Outreach: suspended
- Copying, printing, faxing, notary perform with great care – curb-side service
- ILL and IA Shares resume
- Possible computer use by appt ???
- No library material donations accepted

Library Building Hours

- No public hours

Library Staffing

- Fulltime staff to report to library 9 a.m. to 5 p.m. on Mon - Fri and 10 a.m. to 2 p.m. on Sat. Publicly distancing as much as possible, cleaning common surfaces many times during the day, separate bathrooms, quarantining for 14 days if exposed to sick person, staff to do health checks every morning with CDC procedure
- PT staff will be needed for cleaning and disinfecting returned materials and Saturday staffing
- Staff to maintain physical distancing as much as possible

Needs

- Procure PPE masks, gloves, goggles/glasses and hand sanitizer, disinfecting wipes, and disinfectant - supply assured
- Staff encouraged to wear PPE
- Training: Safety and new library procedures for next phase
- Signage: Safety and Directional for next phase
- Promotion via website, social media, and city

Concerns

- Cleaning and quarantining of returned library materials (how long – current thought is 72 hours)

Phase 3

Date – July 1, 2020 ???

Criteria to Implement

- Governor recommendation & Phase 2 of Federal Reopen Plan
- Gatherings of fewer than 50 people
- ALA and State of Iowa Library recommendations
- Bars, restaurants, and other establishments allowed to serve groups of people
- Non-essential businesses open with limited services
- Similar organizations open (other libraries, science center, youth sports, schools) operating with positive results

Library Services

- Main library open to public, browsing allowed
- Accept returns with continued cleaning and quarantine protocols
- Curbside service continues
- In Library holds pickup
- Checkout at circulation desk with PPE
- Limit the number of patrons in building (50 % of normal capacity = 35 - #staff – 30 public)
- Encourage patrons to wear masks and sanitize hands when entering building
- Remove or separate furniture
- Computer use with restrictions, must clean before and after
- Fax, copy and print, must clean before and after
- Proctoring test by appt.
- No meeting rooms used

- Programs: online only
- Outreach: suspended
- Children's area – no toys
- No library material donations accepted

Library Hours

- 10 a.m. to 6 p.m. Mon – Fri
- 10 a.m. – 2 p.m. Sat

Library Staffing

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

Needs

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

Concerns

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

Phase 4

Date - ??

Criteria to Implement

- Governor recommendation & Phase 3 of Federal Reopen Plan
- Fewer restrictions but not full services
- Relaxed physical distancing protocols but no large events or gatherings
- Similar organizations expanding services with positive results

Library services

-All the above plus:

-Programs: some continued online programs, limited in-person programming

-Outreach: suspended, possibly resume on a case by case basis

- No library materials donations accepted

Library Hours

-Normal Hours

Library Staffing

- Full staffing

Needs

- Procure PPE masks, gloves, goggles/glasses and hand sanitizer, disinfecting wipes, and disinfectant - supply assured for full staff
- Staff encouraged to wear PPE
- Training: Safety and new library procedures
- Signage: Safety and Directional
- Promotion via website, social media, and city
- Building supplies: cleaning products Toilet paper, supply assured
- Expand cleaning service

Concerns

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

Phase 5 – Return to New Normal

Date - ???

Criteria to Implement

- No physical distancing limits
- Vaccine available

Library Hours

- Normal Hours

Library Staffing

- Full Staffing

Needs

- Maintain cleaning supplies and cleaning