

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a Special Meeting on

Thursday, July 16, 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 phone:

Join Zoom Meeting

<https://us02web.zoom.us/j/89984113030?pwd=amlxbDBCN2NrTXNneTIQMW5jTDhqZz09>

By Phone:

1(312) 626-6799

Meeting ID: 899 8411 3030

PW: 50220

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

1. Roll Call
2. Approval of Agenda
3. Approval of June 11, 2020 and June 25, 2020 Meeting Minutes
4. Approval of Financial Statements: Gift Claims and City of Perry Library Line Items
5. Unfinished Business:
 - a. Building Project
 - b. Health Initiatives Grant
 - c. Reopening Plan
6. New Business
7. Board Education
8. Open Forum
9. Next Regularly Scheduled Meeting is on August 13, 2020 at 8 a.m.
10. Adjourn

Following the Governor's Emergency Public Health declaration in response to the current COVID-19 situation, this meeting 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/83013079744?pwd=QkZPSE9kbmt3SjE3akhLb2d6L01Udz09>

By Phone:

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

By Phone:

+1 (312) 626-6799

Meeting ID: 920144006

The Perry Public Library Board of Trustees met in regular session on Thursday, June 11, 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 was 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 Jeremy Winter seconded a motion to approve the minutes of the May 14, 2020 and May 28, 2020 meetings. MCU.

Financial Statements – Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved and Margaret Ruggle seconded a motion to approve checks #5952 - #5961 in the amount of \$6,194.57 from the Gift Fund and the Library line items from the FY20 City of Perry Budget. MCU.

Unfinished Business:

Building Project – The Pre-Bid Meeting occurred on June 9, 2020 from Noon to 3 p.m. We had 12 contractors visit the library. The bids are due at 2 p.m. on June 16, 2020 in the City Council Chambers. The architectural firm ETHOS will evaluate the bids for responsiveness and cost then make a recommendation to the Board at the Special Library Board Meeting on June 25, 2020 at 8 a.m. and to City Council on June 30, 2020 meeting.

Health Initiatives – Programming has started with our partner ISU Extension and Outreach with *Kids in the Kitchen*, *Designing Your Own Diet!*, and *Is It Whole Grain?* The StoryWalk™ may be finished as early as June 15th. A Kick Off Event will occur virtually with the local media involved when the StoryWalk™ officially open.

Reopening –Phase 2 of the Reopening Plan was initiated on June 1, 2020. The part-time employees returned to work June 3, 2020. We are also started taking back our library materials on June 1, 2020. The materials are quarantined for 72 hours then disinfected before checking them in and shelving them. Our next step would be evaluating the Dallas County data for consistent downward trend (14 days) on positive cases and deaths in Dallas County and the other counties nearby (Greene, Guthrie and Boone). Although the Governor has given permission for libraries to open under certain conditions (50% capacity and increased sanitation), we still need to be cautious to protect public health of patrons and staff. Director Murphy is continually evaluating data and other libraries' reopening experiences to ascertain what the path is to reopening our library.

New Business: None.

Librarian's Report:

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, and volunteers helping with 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
- 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 (current thought is 72 hours)

Summer Library Programs launch on June 1, 2020. All Children's, Teens, and Adult Programming are virtual and will be conducted with Zoom software. No face-to-face programming is planned. *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 Is It Whole Grain?*

We had planned to have the KidsFest 2020 as the Finale on July 25 instead of the Kickoff on June 6th. Director Murphy has cancelled the KidsFest for July 25, 2020 given the uncertainty of the Covid-19 situation. If the situation changes, we may have an event in the Fall when we reopen after the renovation.

Free Book Friday started on March 28, 2020 with the library donating books to the elementary, middle and high 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. A total of **4,850** books have been given to the Perry schools for the Free Book Friday program.

StoryWalk™ - All cement pads have been poured in Wiese Park. The anchoring plates for the Story Panel posts are installed. Parks and Rec Director John Anderson relayed that the posts should be mounted by June 15, 2020. The story book panels have been made to go into the metal story book page frames.

The next special meeting is scheduled for Thursday, 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 next normally scheduled meeting is scheduled on Thursday, July 16, 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 Margaret Ruggle 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/88592968222?pwd=OU9ia3Flld01MZzRJd05DU1hZRXYwZz09>

By Phone:

1(312) 626-6799

Meeting ID: 885 9296 8222

PW: 50220

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

The Perry Public Library Board of met in special meeting on Thursday, June 25, 2020. Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, Jeremy Winter, and Rosa Gonzalez were present. ETHOS 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. MCU.

Unfinished Business:

Building Project – ETHOS Architect Dana Pedersen presented the 2020 Library Building Renovation Project Estimated Cost Estimate from the Bid Opening. Heather Karolus move that the Perry Public Library Board approve the contract bid for \$300,480 between Blue Ribbon Builders LLC and the City of Perry and recommends City Council Approval. Rosa Gonzalez seconded. MCU.

Health Initiatives Grant – The StoryWalk™ was launched a week ago Wednesday. It has received very favorable reception and stories have run in The Perry Chief, The Perry News, and Raccoon Valley Radio website. We are planning to change the story book on the 15th of the month with the next story being changed out on July 15th. The Produce Recovery Program is still suspended while the Health Discussion Book Kits are almost done. We will be working with a vendor(s) at the Farmer's Market to give away selected produce. Director Murphy will contact grantors to discuss an extension of the grant period.

Reopening – The daily positive case numbers from Dallas County have been decreasing with marked increases every so often. However, several cities in Iowa and in the U.S. has seen increasing cases as the economy opens. Different opening scenarios have been considered. A small survey of patrons will be done to assess community responses to opening for a little while and then closing for the renovation for two months.

The next regular Library Board of Trustees meeting is scheduled for Thursday, July 16 at 8 a.m. in the library's small meeting room or may be held electronically depending on the Covid-19 situation. Margaret Ruggle moved to pay any outstanding bills on July 2, 2020 with Heather Karolus seconding. MCU.

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
6/4/2020 through 7/1/2020

7/1/2020

Page 1

Date	Num	Description	Memo	Category	Amount
BALANCE 6/3/2020					17,636.98
6/5/2020	DEP	S Deposit	Andy Bambrick	Gifts And Memorials	30.00
			P. Neel Gift	Gifts And Memorials	100.00
				Gifts And Memorials	0.15
6/15/2020	DEP	S Deposit	Perry Piecemakers for V...	Gifts And Memorials	25.00
			Karl & Peggy White for ...	Gifts And Memorials	25.00
				Donation Income	6.00
6/29/2020	DEP	S Deposit		Health Grant Reimbursement	3,712.64
			Lage for Pat Stout	Gifts And Memorials	25.00
			A Sackett for Pat Stout	Gifts And Memorials	25.00
			Jafvert for A Bambrick	Gifts And Memorials	100.00
			Lage for Louie Hensen	Gifts And Memorials	25.00
			Hastings	Gifts And Memorials	200.00
6/30/2020	5963	S Wells Fargo		Gifts And Memorials	155.14
				Materials:Videos	-95.79
				Materials:Children's Books	-24.29
			Fiction	Materials:Adults	-6.98
			NonFiction	Materials:Adults	-16.21
				Materials:HotSpot	-200.89
				Programming	-144.42
				Marketing	-86.46
				Health Grant Expenses	-104.47
6/30/2020	5964	Wells Fargo		Children SLP 2020 Expenses	-48.15
6/30/2020	5965	S Ingram Library Servi...	Fiction	Materials:Adults	-323.42
			Nonfiction	Materials:Adults	-234.70
6/30/2020	5966	Cengage Learning l...		Materials:Large Print	-223.52
6/30/2020	5967	Midwest Tape		Materials:Videos	-22.49
6/30/2020	5969	Recorded Books	Account # 7179879	Materials:ebooks	-137.99
6/30/2020	5970	Recorded Books	Account # 7220978	Materials:Streaming	-26.91
6/30/2020	5971	Gannat	Dallas County News	Materials:Subscriptions	-55.00
6/30/2020	5972	S Fareway		Health Grant Expenses	-36.04
				Children's SLP 2020	-6.65
				Health Grant Expenses	-31.68
				Health Grant Expenses	-15.48
6/30/2020	5973	S Ben's Five And Dime	Tulle	Children's SLP 2020	-107.67
			Poster Board	Health Grant Expenses	-11.60
6/30/2020	5974	Iowa State Universit...	Kids In the Kitchens Exp...	Health Grant Expenses	-129.13
6/30/2020	5975	Harland Ace Hardw...	Anchors	Health Grant Expenses	-91.40
6/30/2020	5976	Mary K. Murphy	StoryWalk	Health Grant Expenses	-16.24
6/30/2020	5977	Deal's Orchard	Outreach- Fresh Fruit & ...	Health Grant Expenses	-250.00
6/30/2020	5978	Deal's Orchard	Outreach - Fresh Fruit &...	Health Grant Expenses	-250.00
6/30/2020	5979	Bill Gomez	Outreach - Fresh Fruit &...	Health Grant Expenses	-250.00
6/4/2020 - 7/1/2020					1,481.35
BALANCE 7/1/2020					19,118.33
TOTAL INFLOWS					4,428.93
TOTAL OUTFLOWS					-2,947.58
NET TOTAL					1,481.35

Banking Summary
6/4/2020 through 7/1/2020

Category	6/4/2020- 7/1/2020
INCOME	
Donation Income	6.00
Gifts And Memorials	710.29
Health Grant Reimbursement	3,712.64
TOTAL INCOME	4,428.93
EXPENSES	
Children SLP 2020 Expenses	48.15
Children's SLP 2020	114.32
Health Grant Expenses	1,186.04
Marketing	86.46
Materials	
Adults	581.31
Children's Books	24.29
ebooks	137.99
HotSpot	200.89
Large Print	223.52
Streaming	26.91
Subscriptions	55.00
Videos	118.28
TOTAL Materials	1,368.19
Programming	144.42
TOTAL EXPENSES	2,947.58
OVERALL TOTAL	1,481.35

A Message to our Patrons (Thursday July 2, 2020)

In reviewing the statistics on positive corona virus cases in Dallas County, I feel that opening the library would not be in everyone's best interest for public health reasons. We will continue to reevaluate the situation with guidance from local, state, and federal health authorities.

As we have done since March 16th, we will continue with:

- ~Curbside service delivery of book, audiobooks, dvds, and cds to your vehicle's trunks with no direct contact;
- ~Curbside service for copying, faxing, sending and notarizing documents, again with no direct contact;
- ~Curbside Grab 'n Go Activity Kits;
- ~Continue our virtual Summer Library Programs for children, teens, and adults;
- ~Answering your questions by phone; and
- ~Urging you to explore the library's online resources from Overdrive/Bridges, RBdigital, Ancestry.com, and many other resources. All accessible from our website, www.perry.lib.ia.us - scroll down on our home page.

In addition to these services, we are now taking appointments for computer use in the library building. Please call the library to make your appointment at 515-465-3569. We have set safety procedures in place for both your wellbeing and our staff's wellbeing. We strongly encourage you to wear a mask and socially distance yourself from other patrons and staff while you are in the building. When you arrive at the library, please come to the library's front doors on the north side of the building. Someone will meet you and let you into the building at your appointed time. We will encourage you to use hand sanitizer as you enter the building. You will have 45 minutes to work on the computer. Your computer station will have been cleaned before and after your use. If you need longer on the computer, please ask for additional time. If time is available, we will try to accommodate you.

At this time, we do not feel safe offering bathroom facilities to our patrons nor will you be able to browse for a book or other library collection due to cross contamination considerations.

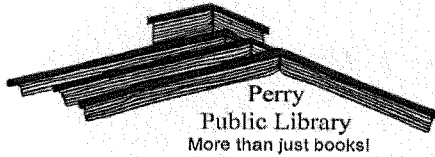
Please note: At the end of July we will be closing the Perry Public Library building for a planned renovation that has been in the works for over 18 months. We are

updating the existing bathrooms, creating a new family bathroom, updating all floor coverings, replacing the circulation desk and adding a new public east entrance. Our offices will be temporarily moved over to the Carnegie Library Museum.

Most importantly, we will continue with our curbside service for library materials, copying, printing, Grab 'n Go Activity Kits, and notary service. The curbside will be moved to Second Street. We will have signage on the east side of the Carnegie Library Museum designating the curbside parking place for library services. We also will continue with allowing the public make appointments for computer use.

We sincerely hope by the end of the renovation in October that we can open the library building more to our patrons. Thank you for your understanding. Please stay safe and we miss you!

**Press Release
Perry Public Library**



For additional information, call:
Mary Murphy
(515) 465-3569
(515) 465-9881 (fax)
mmurphy@perry.lib.ia.us

**July 1, 2020
for immediate release**

Library Program to Offer Free Perry Farmers Market Produce

Perry Public Library has contracted with Perry Farmers Market vendors to offer free produce at three separate Farmers Markets this summer. The produce is free to everyone, while supply lasts, and is offered courtesy of the library's Health Initiatives grant received from Iowa Department of Public Health, Dallas County Health Department, and Telligen. This library program is one of several designed to promote healthier choices and lifestyles in our community. Eating more fresh fruits and vegetables is a great habit to begin. Community members are encouraged to get out and walk at the farmers markets and pick up some free sweet corn in July, melon in August, and apples in September. Specific dates for the giveaways will be announced when the information becomes available. The Farmers Market stations are spaced for social distancing, and everyone is reminded to follow recommended guidelines to keep us all safe and healthy this summer. For more information, call the library: 515-465-3569.

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	June	Last FY June
Volumes Held at Start of Period	74,435		49.04%	59,031	111,990	111,395	110,694	111,032	111,269	111,413	111,564	111,692	111,725	111,821	110,940	74,435
Freegal Music Circulation	545	295	-40.95%	2	46	12	21	20	29	32	24	17	18	34	40	21
Electronic Audiobook Circulation	2,123	2,185	2.92%	234	161	163	178	164	172	187	177	189	203	191	166	205
Electronic Book Circulation	2,984	2,999	0.50%	237	213	199	197	192	252	277	225	277	308	343	279	246
Electronic Video Circulation	1	417	41600%	20	12	7	11	14	13	67	42	104	105	22		
Total Circulation	70,812	70,414	-0.56%	7,417	5,406	5,712	6,494	5,422	5,785	5,543	5,236	6,509	7,011	6,631	3,248	7,879
Number of Borrowers at End of Period	4,880		5.88%	4,908	4,948	4,997	5,022	5,050	5,077	5,108	5,146	5,164	5,170	5,166	5,167	4,880
Library Visits	73,003	51,372	-29.63%	7,347	5,530	5,293	6,888	6,890	5,160	5,255	5,437	3,572	0	0	0	7,969
Total Number of Reference Questions	3,484	2,974	-14.64%	329	286	345	322	229	268	233	239	230	200	157	136	327
Total Number of Programs	778	620	-20.31%	81	33	58	80	75	63	68	66	37	12	9	38	71
Total Number Attending Programs	21,845	10,741	-50.83%	1,832	374	787	1,560	2,911	657	783	887	440	204	94	212	2,736
Annual Meeting Room Use	418	335	-19.86%	26	33	45	58	40	34	40	41	18	0	0	0	34
Public Computer Usage	25,227	15,428	-38.84%	1,929	1,736	1,903	2,268	1,871	1,922	1,605	1,535	659	0	0	0	2,370
Wireless Computer Usage	9,467	7,347	-22.39%	791	700	780	1,023	930	899	713	696	210	180	155	270	793
Pages Viewed on Web Site	28,089	38,244	36.15%	2,888	2,138	2,035	2,327	1,974	1,721	2,559	2,914	3,568	6,976	4,413	4,731	2,523
Unique Visitors to Web Site	7,409	8,597	16.03%	662	634	686	758	654	587	695	564	814	2,543	0	0	689
Pages Viewed Online Catalog	26,089	17,023	-34.75%	2,304	1,710	1,745	916	1,009	939	1,048	1,299	1,850	1,504	1,224	1,475	0
Unique Visitors to Online Catalog	1,932	1,683	-12.89%	0	0	137	159	139	124	148	178	243	213	156	186	0
Wowbrary users	1,700		30.65%	1,692	1,686	1,681	1,678	1,676	1,662	1,656	1,651	1,649	1,646	2,225	2,221	1,700
Wowbrary pages viewed	3,936	5,699	44.79%	477	320	263	470	544	374	678	549	503	506	576	439	447
Wowbrary Click-Thru to Catalog	1,816	1,604	-11.67%	146	161	72	147	176	141	153	155	120	156	123	54	154