

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, December 10, 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/82053332262?pwd=RFg4VVUrbEZMM21CWEFoc3d0eG1Hdz09>

Meeting ID: 820 5333 2262 Passcode: 50220

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**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 November 12, 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
 - a. Library Budget – City of Perry
7. Board Education
8. Open Forum
9. Next Regularly Scheduled Meeting is on January 14, 2021 at 8 a.m.
10. Adjourn

This meeting was held electronically and in-person at the Perry Public Library.

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

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

By computer, tablet, or phone: [Join Zoom Meeting](#)

<https://us02web.zoom.us/j/83341836799?pwd=UnhMRjZkcG9sWHAXeDJNamZISW9MZZ09>Meeting ID: 833 4183 6799

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**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 Trustees met in regular session on Thursday, November 12, 2020 at 8 a.m.

Note: This meeting was entirely conducted electronically and in-person.

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

Heather Karolus called the meeting to order.

Agenda – Rosa Gonzalez moved to approve the agenda with Jeremy Winter seconding the motion. MCU.

Minutes – Mark Miller moved, and Margaret Ruggle seconded a motion to approve the minutes of the October 15, 2020 meetings. MCU.

Financial Statements – Gift Fund bills were presented with deposits and expenses explained. Margaret Ruggle moved, and Rosa Gonzalez seconded a motion to approve checks #6000 - #6009 in the amount of \$4,773.95 from the Gift Fund and the City of Perry Library Fund Status Report. MCU.

Unfinished Business:

Building Project – Director Murphy reported that the final walk through occurred on October 30, 2020. Four items remain on the to list which includes:

1. Carpet adhering on electrical tape
2. Missing smoke detector in Family RR
3. Wall Covering Damage Repair- At the south end, the color does not match yet.
4. Tile/Grout problem in the large meeting room

Health Initiatives Grant – We have \$148.52 of grant funding remaining. Additional books for the StoryWalk™ will be ordered to exhaust the grant. The final report is due in December 2020.

Reopening – Please see attached Phase 3 Plan for Reopening the Library. After discussing, amending the plan to change the criteria for covid positivity for 14-days to 77 or 1 % of the 2010 census population of 7702 and requiring masks for all entering the building. Jeremy Winter moved to adopt the amended Phase 3 of the Perry Public Library Reopening Plan with Rosa Gonzalez seconding. MCU.

New Business:

Librarian's Report:

Statistics – Discuss at meeting.

In November, Online Storytimes and Wee Wonders continue along with a new cooking program called 'Books and Bites' for first and second graders. All programs are virtual but cooking kits are made up for all participants.

The Health Initiatives grant will be entering its final month in November. The final report and final request for reimbursement is due at the end of the month. We will have exhausted all funds allocated to us from the grant.

We are maintaining curbside service with checking out materials, printing, copying, faxing, and Notary Service. As we steadily unpack the boxes and get the library sorted out, the tentative reopening date is Tuesday, November 24, 2020. At this moment in time (11/5), we still have a short list that the contractor must do before the project is officially closed. Updated report at the meeting.

The Perry 2020 Spooktacular was a success. We gave away 480 2 oz. bottles of hand sanitizers (with two tootsie rolls attached) and books. We ran out of bottles with candy but continued to hand out book. We estimate that 609 children plus their parents/care givers came by the library.

The State of Iowa Library annual report was finished and submitted. Thirty additional questions were added concerning how libraries adjusted services as the corona virus forced library buildings to close. A copy of the survey has been included in this packet for you.

Board Education – Dallas County, Iowa Health Department reporting on Covid Statistics

The next normally scheduled meeting is on Thursday, December 10, 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.

Margaret Ruggle moved to adjourn the meeting with Jeremy Winter seconding. MCU.
Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

Register Report

11/6/2020 through 12/2/2020

12/2/2020

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Date	Num	Description	Memo	Category	Amount
BALANCE 11/5/2020					27,145.60
11/9/2020	DEP	... Deposit	Class of 1963 for Nancy Triggs ...	Gifts And Memorials	50.00
				Donation Income	1.50
				Health Grant Reimburs...	430.03
11/16/2020	DEP	Deposit		Gifts And Memorials	48.15
11/23/2020	DEP	... Deposit	Dolan for L Seeley	Gifts And Memorials	25.00
			Rathje for Mark Rose	Gifts And Memorials	20.00
				Donation Income	46.00
				Gifts And Memorials	10.55
11/25/2020	DEP	Deposit	Open Access and ILL Reimburs...	State Of Iowa	2,972.08
11/30/2020	DEP	... Deposit	Mary for Lois Seeley	Gifts And Memorials	250.00
12/2/2020	DEP	Deposit	ACH Transfer	PPLF	2,100.00
12/2/2020	6010	...Wells Fargo	Supplies	Programming	-254.87
			FB Boosts	Marketing	-88.90
			StoryWalk Expenses	Health Grant Expenses	-77.15
12/2/2020	6011	Nevada Public Library	Returned ILL Book	Reimbursed ILL Expe...	-20.00
12/2/2020	6012	Shred-It	Shred Event Payment	Programming	-298.25
12/2/2020	6014	Fareway	Supplies	Children's Activities	-11.35
12/2/2020	6013	Kiwanis Club Of Perry	Annual Membership		-130.00
12/2/2020	6015	...Mary K. Murphy	Las Posadas	Programming	-116.65
			Summer Program Prizes	Programming	-205.28
11/6/2020 - 12/2/2020					4,750.86
BALANCE 12/2/2020					31,896.46
TOTAL INFLOWS					5,953.31
TOTAL OUTFLOWS					-1,202.45
NET TOTAL					4,750.86

Banking Summary
11/6/2020 through 12/2/2020

12/2/2020

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Category	11/6/2020- 12/2/2020
INCOME	
Donation Income	47.50
Gifts And Memorials	403.70
Health Grant Reimbursement	430.03
PPLF	2,100.00
State Of Iowa	2,972.08
TOTAL INCOME	5,953.31
EXPENSES	
Uncategorized	130.00
Children's Activities	11.35
Health Grant Expenses	77.15
Marketing	88.90
Programming	875.05
Reimbursed ILL Expense	20.00
TOTAL EXPENSES	1,202.45
OVERALL TOTAL	4,750.86

**Perry Public Library
City of Perry Library Line Items
Fund Status Report
Dec 2, 2020**

Account Number	Account Title	Total Budget	YTD EXP	YTD Balance	Pct EXP
GENERAL FUND					
001-410-6010	WAGES	\$181,648.00	\$83,320.75	\$98,327.25	46%
001-410-6020	WAGES - PT	\$54,500.00	\$22,182.14	\$32,317.86	41%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$744.98	\$255.02	74%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$655.18	\$344.82	66%
001-410-6371	UTILITIES	\$32,000.00	\$11,487.25	\$20,512.75	36%
001-410-6373	TELEPHONE	\$4,500.00	\$1,804.23	\$2,695.77	40%
001-410-6408	INSURANCE TORT/GENERAL	\$6,330.00	\$0.00	\$6,330.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$4,688.40	\$11,311.60	29%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$0.00	\$9,500.00	0%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$1,753.22	\$3,246.78	35%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$182.05	\$2,317.95	7%
BENEFIT FUND					
112-410-6110	SOCIAL SECURITY	\$18,065.00	\$7,526.42	\$10,538.58	42%
112-410-6130	IPERS	\$22,292.00	\$9,148.73	\$13,143.27	41%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$66,526.00	\$32,239.21	\$34,286.79	48%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,055.00	\$439.75	\$615.25	42%
112-410-6160	WORKERS COMPENSATION	\$303.00	\$168.91	\$134.09	56%
CAPITAL FUND					
121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$72,135.00	\$43,201.43	\$28,933.57	60%
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$10,000.00	\$2,779.15	\$7,220.85	28%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$18,094.88	\$21,905.12	45%
122-410-6750	CAPITAL/BUILDING	\$29,000.00	\$3,191.95	\$25,808.05	11%
GIFT FUND					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$0.00	\$45,000.00	0%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$0.00	\$25,200.00	0%
LIBRARY TOTAL		\$643,554.00	\$243,608.63	\$399,945.37	38%

Board Overview

	FY 2019-2020	FY 2020-2021 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Nov.	Last FY Nov.
Volumes Held at Start of Period	110,940		-0.37%	110,969	111,580	111,725	111,806	110,530	111,032
Freegal Music Circulation	295	174	41.56%	41	31	31	36	35	20
Electronic Audiobook Circulation	2,185	1,000	9.84%	185	164	194	235	222	164
Electronic Book Circulation	2,999	1,349	7.96%	279	278	243	261	288	192
Electronic Video Circulation	417	122	-30%	15	6	36	54	11	14
Total Circulation	70,422	17,567	-40.13%	3,757	2,504	3,479	4,854	2,973	5,422
Number of Borrowers at End of Period	4,880		6.21%	5,172	5,181	5,185	5,179	5,183	5,050
Library Visits	51,372	0	-100.00%	0	0	0	0	0	6,890
Total Number of Reference Questions	2,974	980	-20.91%	186	158	216	208	212	229
Total Number of Programs	620	111	-57.03%	39	0	43	16	13	75
Total Number Attending Programs	10,741	2,049	-54.22%	395	0	86	1,423	145	2,911
Annual Meeting Room Use	335	0	-100.00%	0	0	0	0	0	40
Public Computer Usage (Wireless Included)	15,428	1,144	-82.20%	305	185	201	261	192	1,871
Wireless Computer Usage	7,347	1,011	-66.97%	279	155	180	217	180	930
Pages Viewed Online Catalog	17,023	7,058	-0.49%	1,669	1,188	1,432	1,292	1,477	1,009
Unique Visitors to Online Catalog	1,683	885	26.20%	194	174	171	166	180	139
Wowbrary users	2,221		-1.53%	2,195	2,191	2,208	2,192	2,187	1,676
Wowbrary pages viewed	5,699	3,255	37.08%	642	500	816	616	681	544
Wowbrary Click-Thru to Catalog	1,604	610	-8.73%	164	61	92	142	151	176

Statistics – Discuss at meeting.

In December, Community Helpers themed Online Storytimes and Wee Wonders continue along with the new cooking program called 'Books and Bites' for first and second graders. All programs are virtual but cooking kits are made up for all participants.

The last report and request for reimbursement for the Health Initiatives grant will be presented at the Library Board Meeting.

The 2020 Library Building Renovation is finished. The last of the items that needed to be done by Blue Ribbon Builders was finished on Wednesday, December 2, 2020. We still have some organizing to do at the library, but we are seeing the light at the end of the tunnel. Several of the additional projects have been completed such as the wainscoting and painting of the study room/quiet lab, new catalog computer tables, the new security gates, and the new fabric on the end panels of the bookshelves. We are still working on signage, weeding the collections, moving the collections, and the library quotes on the wall at the new east entrance.

We are maintaining curbside service with checking out materials, printing, copying, faxing, and Notary Service. Please see below. At the time of this report the number of Covid-19 cases in the Perry zipcode is 41.

