

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, January 14, 2021 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/87483757735?pwd=eGRSOW9wZjlkK3dzY3Q1S256SmpOQT09>

Meeting ID: 874 8375 7735

Passcode: 50220

Dial by your location +1 312 626 6799 US (Chicago)

**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 December 10, 2020 Meeting Minutes
4. Approval of Financial Statements: Gift Claims and City of Perry Library Line Items
5. Unfinished Business:
 - a. Renovation
 - b. Reopening Plan
 - c. Library Budget – City of Perry
6. New Business
7. Board Education
8. Open Forum
9. Next Regularly Scheduled Meeting is on February 11, 2021 at 8 a.m.
10. Adjourn

This meeting was held electronically 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/82053332262?pwd=RFg4VVUrbEZMM21CWEFoc3d0eG1Hdz09>

Meeting ID: 820 5333 2262 Passcode: 50220
Dial by your location +1 312 626 6799 US (Chicago)

**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, December 10, 2020 at 8 a.m.

Note: This meeting was entirely conducted electronically.

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

Board President Mark Miller called the meeting to order.

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

Minutes – Jeremy Winter moved, and Margaret Ruggle seconded a motion to approve the minutes of the November 12, 2020 meetings. MCU.

Financial Statements – Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved, and Rosa Gonzalez seconded a motion to approve checks #6010- #6015 in the amount of \$1,202.45 from the Gift Fund and the City of Perry Library Fund Status Report. MCU.

Unfinished Business:

Building Project – Director Murphy reported that the FINAL (final) Walk Through with the Architect and Contractor occurred on December 2, 2020. Grant Reports are done except for the financials. Blue Ribbon Builders has not submitted their final payment request. Until they do the grant reports cannot be finished.

Health Initiatives Grant – The final report and reimbursement request will be sent off next week.

Reopening – Mark Miller moved to stay continue serving the community curbside with building closed until the next library board meeting and then discuss reopening at that meeting. Margaret Ruggle seconded the motion. MCU.

New Business:

Library Budget – Another Capital Request was presented by Director Murphy. The blinds in the building have not worked in a consistent manner for quite awhile, years in fact. A consultant reviewed the window treatments and advised abandoning the current automated blind system and replace it with stationary blinds. The good news is that only six windows would require special-ordered blinds. The rest of the windows are square or rectangle and would need blinds that would not need special ordering.

The Budget Procedure has changed this year, capital request being considered in December and General Fund Budgets being discussed in January. Worksheets for the Library General Fund Line Items will be sent in January.

Librarian's Report:

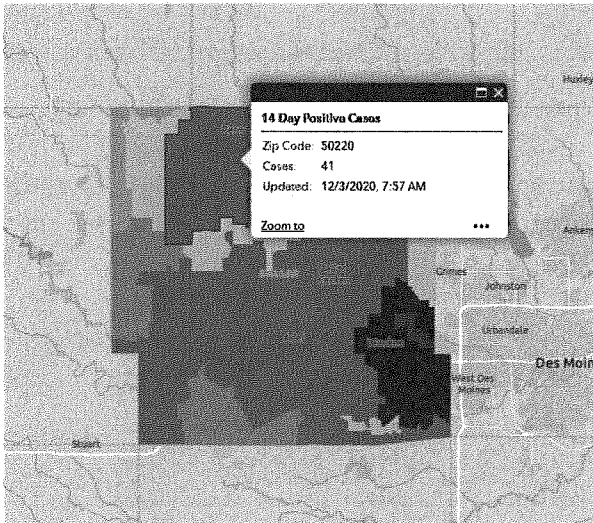
Statistics – Discuss at meeting.

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 to be picked up curbside.

The grant report and last 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 zip code is 41.



Board Education – Library Budgeting

The next normally scheduled meeting is on Thursday, January 14, 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
12/3/2020 through 1/5/2021

1/5/2021

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Date	Num	Description	Memo	Category	Amount
BALANCE 12/2/2020					31,896.54
12/7/2020	DEP	S Deposit	Batt for Seeley	Gifts And Memorials	20.00
				Donation	25.00
				Gifts And Memorials	6.00
12/14/2020	DEP	S Deposit	Tomenga for HUP Las Posad...	Donation Income	90.00
			\$25.00	Gifts And Memorials	33.35
12/21/2020	DEP	S Deposit	Phillips Family Farm	Gifts And Memorials	1,000.00
			G Moore	Gifts And Memorials	500.00
			Edmondson	Gifts And Memorials	100.00
			Martin	Donation Income	15.00
				Donation Income	16.00
12/28/2020	DEP	Deposit	Cash Register	Donation Income	10.35
1/4/2021	DEP	Deposit	Auto Transfer	PPLF	2,100.00
1/4/2021	DEP	Deposit	Cash Register	Gifts And Memorials	6.70
1/5/2021	6016	Wells Fargo	December 2020 Visa	Programming	-164.20
1/5/2021	6017	Wells Fargo	Suzanne's Visa Dec 2020 VI...	Programming	-85.49
1/5/2021	6018	Cross Studio	Invoice # AP20021-2	Renovation Costs -Photos	-1,600.00
1/5/2021	6019	City Of Perry	Reimbursables	Renovation Costs	-36.08
1/5/2021	6020	S Fareway	Kleenex	Office Supply	-11.98
			Kleenex	Office Supply	-5.99
			Books and Bites	Children's Activities	-11.83
			Family Storytime	Children's Activities	-43.86
1/5/2021	6021	S Mary K. Murphy		Children's Activities	-7.48
			PosterBoard	StoryWalk	-86.64
				Children's Activities	-20.93
			Gloves	Office Supply	-18.18
12/3/2020 - 1/5/2021					1,829.74
BALANCE 1/5/2021					33,726.28
TOTAL INFLOWS					3,922.40
TOTAL OUTFLOWS					-2,092.66
NET TOTAL					1,829.74

Banking Summary
12/3/2020 through 1/5/2021

1/5/2021

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Category	12/3/2020- 1/5/2021
INCOME	
Donation	25.00
Donation Income	131.35
Gifts And Memorials	1,666.05
PPLF	2,100.00
TOTAL INCOME	3,922.40
EXPENSES	
Children's Activities	84.10
Office Supply	36.15
Programming	249.69
Renovation Costs	36.08
Renovation Costs -Photos	1,600.00
StoryWalk	86.64
TOTAL EXPENSES	2,092.66
OVERALL TOTAL	1,829.74

City of Perry
Perry Public Library Fund Status Report
January 5, 2021

Account Number	Account Title	Total Budget	YTD Expend	YTD Balance	Pct Expended
GENERAL FUND					
001-410-6010	WAGES	\$181,648.00	\$97,218.31	\$84,429.69	54%
001-410-6020	WAGES - PT	\$54,500.00	\$25,834.80	\$28,665.20	47%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$744.98	\$255.02	74%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$821.63	\$178.37	82%
001-410-6371	UTILITIES	\$32,000.00	\$14,260.90	\$17,739.10	45%
001-410-6373	TELEPHONE	\$4,500.00	\$2,164.01	\$2,335.99	48%
001-410-6408	INSURANCE TORT/GENERAL	\$6,330.00	\$0.00	\$6,330.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$7,225.67	\$8,774.33	45%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$3,757.91	\$5,742.09	40%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$3,247.88	\$1,752.12	65%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$195.75	\$2,304.25	8%
BENEFIT FUND					
112-410-6110	SOCIAL SECURITY	\$18,065.00	\$8,777.76	\$9,287.24	49%
112-410-6130	IPERS	\$22,292.00	\$10,709.15	\$11,582.85	48%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$66,526.00	\$37,535.69	\$28,990.31	56%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,055.00	\$527.70	\$527.30	50%
112-410-6160	WORKERS COMPENSATION	\$303.00	\$191.94	\$111.06	63%
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	\$8,689.91	\$1,310.09	87%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$24,667.88	\$15,332.12	62%
122-410-6750	CAPITAL/BUILDING	\$29,000.00	\$5,096.99	\$23,903.01	18%
GIFT FUND					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$5,555.38	\$39,444.62	12%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$8,312.70	\$16,887.30	33%
LIBRARY TOTAL		\$643,554.00	\$308,738.37	\$334,815.63	48%

Table 1. Perry Public Library Building Renovation 2020 Project Estimate with Actual Costs

Perry Public Library Renovation 2020			
DD Cost Estimate	Percentage	ACTUAL COSTS	
		6/17/2020	12/23/2020
Base Bid			
Add Alternate #1 Meeting Room, Storage, and Kitchen Flooring		\$238,000	
Add Alternate #2 Office, Staff Workroom, Breakroom Flooring		\$14,600	
Add Alternate #3 Circulation Desk		\$6,980	
		\$40,900	
TOTAL BID COST		\$300,480	\$300,480.00
Construction Contingency	8.00%	\$24,038.40	\$10,235.91
		\$324,518.40	\$310,715.91
Soft Costs Summary			
Estimated Special Inspections		\$3,000	
Estimated Furniture Moving Allowance		\$15,000	\$15,000.00
Asbestos Testing		\$1,850	\$1,850.00
Design Fees		\$40,705	\$40,705.00
Estimated Reimbursable Expenses (max)		\$5,500	\$3,157.57
Estimated Total Project Cost		\$390,573	\$371,428.48

Estimate prepared by ETHOS Design Group and Final Cost determined by payments to contractor, ETHOS, moving company bill, and asbestos test bill, all attached.

Statistics – Discuss at meeting.

Blue Ribbon Builders submitted their final invoice for \$112,964.32 and it was approved for payment at the December 21, 2020 Council meeting. It was paid in the claims presented at the January 4, 2021 Council Meeting. All that is left to pay is the retainage of \$31,071.59. Retainage is usually approved for payment 30 days after the final payment is paid. I have facilitated all funds transfers from the Perry Public Library Foundation to the City of Perry.

We have a one-year warranty on the work performed. For example, representatives from the company that made the new east entrance “Store Front,” were here on Tuesday, January 5, 2021 to fix the door so that it closes as it should.

Staff walked through the library and made a list of what we need to do to finish staff-driven improvements: the wall quotes, weeding of the collection, signage, unpacking and clearing out all boxes, getting the lights to work in the men’s and women’s bathroom, a full list will be provided at the meeting.

We are maintaining curbside service with checking out materials, printing, copying, faxing, and Notary Service. We increased computer use appointments to two per hour as of January 4, 2021. At the time of this report (January 7, 2021) the number of Covid-19 cases in the Perry zipcode is 35.

The proposed FY2021-2022 Library Budget will be presented at the meeting.

Board Overview

	FY 2019-2020	FY 2020-2021 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Last FY Dec.
Volumes Held at Start of Period	110,940		-1.40%	110,969	111,580	111,725	111,806	110,530	109,385	111,269
Freegal Music Circulation	295	214	45.08%	41	31	31	36	35	40	29
Electronic Audiobook Circulation	2,185	1,242	13.68%	185	164	194	235	222	242	172
Electronic Book Circulation	2,999	1,628	8.57%	279	278	243	261	288	279	252
Electronic Video Circulation	417	152	-27%	15	6	36	54	11	30	13
Total Circulation	70,422	21,114	-40.04%	3,757	2,504	3,479	4,854	2,973	3,547	5,785
Number of Borrowers at End of Period	4,880		6.33%	5,172	5,181	5,185	5,179	5,183	5,189	5,077
Library Visits	51,372	0	-100.00%	0	0	0	0	0	0	5,160
Total Number of Reference Questions	2,974	1,156	-22.26%	186	158	216	208	212	176	268
Total Number of Programs	620	128	-58.71%	39	0	43	16	13	17	63
Total Number Attending Programs	10,741	2,309	-57.01%	395	0	86	1,423	145	260	657
Annual Meeting Room Use	335	0	-100.00%	0	0	0	0	0	0	34
Public Computer Usage (Wireless Included)	15,428	1,379	-82.12%	305	185	201	261	192	235	1,922
Wireless Computer Usage	7,347	1,197	-67.42%	279	155	180	217	180	186	899
Pages Viewed Online Catalog	17,023	8,014	-5.85%	1,669	1,188	1,432	1,292	1,477	956	939
Unique Visitors to Online Catalog	1,683	1,017	20.86%	194	174	171	166	180	132	124
Wowbrary users	2,221		-1.35%	2,195	2,191	2,208	2,192	2,187	2,191	1,662
Wowbrary pages viewed	5,699	4,083	43.29%	642	500	816	616	681	828	374
Wowbrary Click-Thru to Catalog	1,604	856	6.73%	164	61	92	142	151	246	141

January 2021 Events for Perry Public Library

Library Closed for New Year's Day – January 1

Perry Public Library will be closed **Friday, January 1, for New Year's Day**. Happy New Year from your friends at Perry Public Library!

January Books and Bites Program – January 6

Books and Bites is a monthly program offered by Perry Public Library for children in First and Second grades. The virtual programs combine a story and a snack, and the live Zoom presentations take place **at 3:00 p.m., on the first Wednesday of each month**. The first **Books and Bites** event of 2021 is at **3:00 p.m., Wednesday, January 6**, and the book is ***Llama Unleashes the Alpacalypse* by Jonathan Stutzman**. The snack will be Muffin in a Cup. During the program, Children's librarian Suzanne Kestel will read the book and demonstrate how to make the snack with the free recipe kit that participants pick up at the library prior to the program. The programs and recipe kits are free to registrants. The registration deadline for the January program is Monday, December 28. **Books and Bites** programs are limited to fifteen participants each month, so if you missed this month's deadline, sign up next month by calling the library: 515-465-3569.

Community Helpers Family Storytimes – January 6, 13, 20, 27

Families with young children and caregivers are reminded that the virtual **Community Helpers Family Storytime** sessions (ages 2-5) continue on **Wednesdays, January 6, 13, 20, and 27** from the Perry Public Library website. The Zoom programs are for children ages two to five and begin at **10:15 a.m.** The programs include stories, age-appropriate crafts, games, and activities, as well as a free activity kit! Storytimes are free, but registration is required to receive the activity kits, to be picked up, curbside, ahead of the live presentations. Call Suzanne Kestel at the library for more information: 515-465-3569.

Wee Wonders Recorded Programs for Babies – January 7, 21

Wee Wonders Online continues on the Perry Public Library website this month with twice-monthly postings of programs for babies up to 18 months old. New recorded programs will post on **January 7 and 21**. Everyone is welcome to view the programs, but you must register to receive the activity kits and free books. Call Miss Suzanne at the library for more information: 515-465-3569.

Quarterly Classics Virtual Book Club Meeting – January 12

The **Quarterly Classics Book Club** will meet virtually at **7:00 p.m. on Tuesday, January 12**, via Zoom software. (Book club members will be invited to join the meeting by email.) We will be discussing ***Wuthering Heights* by Emily Bronte**. If a virtual meeting is not your thing, a free packet containing discussion questions, author biography, background information, and related materials of interest will be available for curbside pickup at the library. Whether or not you participate in the book discussions this year, feel free to read the 2021 classic titles along with us! They are: *Wuthering Heights* by Emily Bronte, *My Antonia* by Willa Cather, *Bel Ami* by Guy de Maupassant, and *Anna Karenina* by Leo Tolstoy.

Mystery Book Club Launches with Events at Perry Public Library - January 26, 27

Perry Public Library will launch a virtual **Mystery Book Club** this January. On **Tuesday, January 26**, a **Zoom discussion** is scheduled for **7:00 p.m.**, and the featured title is ***Arctic Fury* by Greer Macallister**. The following day, on **Wednesday, January 27**, a virtual discussion with author Greer Macallister will take place at **7:00 p.m.** Everyone is invited to read ***Arctic Fury*** with us and participate in the free discussion events, but registration is required. Print books, as well as ebooks, will be available to check out from the library. Discussion leader is Library Director Mary Murphy. Learn more at registration, online from our website, or call: 515-465-3569.