

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, February 11, 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/83265854249?pwd=RFpwS1dkZnM4bk1IMjJxd2x5Sm8yZz09>

Meeting ID: 832 6585 4249

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 January 14, 2021 Meeting Minutes
4. Approval of Financial Statements: Gift Claims and City of Perry Library Line Items
5. Unfinished Business:
 - a. Reopening Plan
 - b. 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/87483757735?pwd=eGRSOW9wZjlkczdzY3Q1S256SmpOQT09>

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, January 14, 2021 at 8 a.m.

Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Rosa Gonzalez, and Jeremy Winter were present. Library Director Mary Murphy and KDLS Dustin Tays were also present.

Board President Mark Miller called the meeting to order.

Agenda – Margaret Ruggle moved to approve the agenda with Rosa Gonzalez seconding the motion. MCU.

Minutes – Jeremy Winter moved, and Margaret Ruggle seconded a motion to approve the minutes of the December 10, 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 #6016- #6022 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 – The City Council approved the final payment to the contractor Blue Ribbon Builders while keeping retainage for 30 days. We have a one-year warranty with the builder for all the work done. All grant reports have been submitted.

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. Jeremy Winter seconded the motion. MCU.

Library Budget – The Budget worksheets have not been distributed to Department Heads. When we receive the worksheets, Director Murphy will generate a proposed budget for FY2021-2022, and send it by email for your review.

New Business: None

Librarian's Report:

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 zip code is 35.

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

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

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.

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!

Wee Wonders Online continues being available 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.

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.

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.

Board Education – Library Budgeting

The next normally scheduled meeting is on Thursday, February 11, 2021 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

Register Report

1/6/2021 through 2/3/2021

2/3/2021

Date	Num	Description	Memo	Category	Amount
BALANCE 1/5/2021					33,726.28
1/11/2021	DEP	Deposit	Cash Register	Gifts And Memorials	12.20
1/14/2021	6022	David Barclay		Office Furnishings	-225.00
1/14/2021	6023	Jill Cook		Outreach Mileage	-13.11
1/18/2021	DEP	Deposit	Cash Register - Sandra Garmes for ...	Gifts And Memorials	300.00
2/1/2021	DEP	... Deposit	Class of 1951	Gifts And Memorials	49.42
				Gifts And Memorials	10.00
2/2/2021	DEP	Deposit	Cash Register	PPLF	2,100.00
2/2/2021	6028	...Wells Fargo Visa		Programming	-294.25
			Facebook Boosts	Marketing	-220.85
2/2/2021	6025	...Fareway		Children's Activities	-4.58
				Children's Activities	-12.96
2/2/2021	6026	Ben's Five And Dime Panora	New Glass on Framed Art	Art Expenses	-50.00
2/2/2021	6027	Suzanne Kestel	Oriental Trading Expenses Reimburs...	Children's Activities	-181.79
1/6/2021 - 2/3/2021					1,469.08
BALANCE 2/3/2021					35,195.36
TOTAL INFLOWS					2,471.62
TOTAL OUTFLOWS					-1,002.54
NET TOTAL					1,469.08

Banking Summary

1/6/2021 through 2/3/2021

2/3/2021

Category	1/6/2021- 2/3/2021
INCOME	
Gifts And Memorials	371.62
PPLF	2,100.00
TOTAL INCOME	2,471.62
EXPENSES	
Art Expenses	50.00
Children's Activities	199.33
Marketing	220.85
Office Furnishings	225.00
Outreach Mileage	13.11
Programming	294.25
TOTAL EXPENSES	1,002.54
OVERALL TOTAL	1,469.08

City of Perry Budget Expenditures
Perry Public Library Line Items
February 3, 2021

Account Number	Account Title	Total Budget	YTD EXPD	YTD Balance	Pct Expended
General Fund					
001-410-6010	WAGES	\$181,648.00	\$111,134.33	\$70,513.67	61%
001-410-6020	WAGES - PT	\$54,500.00	\$28,690.12	\$25,809.88	53%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$1,039.98	(\$39.98)	104%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$844.51	\$155.49	84%
001-410-6371	UTILITIES	\$32,000.00	\$15,997.69	\$16,002.31	50%
001-410-6373	TELEPHONE	\$4,500.00	\$2,518.39	\$1,981.61	56%
001-410-6408	INSURANCE TORT/GENERAL	\$6,330.00	\$0.00	\$6,330.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$7,562.81	\$8,437.19	47%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$3,757.91	\$5,742.09	40%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$4,701.30	\$298.70	94%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$212.65	\$2,287.35	9%
Benefit Fund					
112-410-6110	SOCIAL SECURITY	\$18,065.00	\$9,969.53	\$8,095.47	55%
112-410-6130	IPERS	\$22,292.00	\$12,222.64	\$10,069.36	55%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$66,526.00	\$43,027.91	\$23,498.09	65%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,055.00	\$615.65	\$439.35	58%
112-410-6160	WORKERS COMPENSATION	\$303.00	\$214.97	\$88.03	71%
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	\$28,977.47	\$11,022.53	72%
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	\$342,344.27	\$301,209.73	53%

Statistics – In looking over the statistics, most are what we expect with the last 10 months with the building closed and using curbside delivery of materials. What is surprising is that more of our patrons are using our ebooks and eaudiobooks. Our streaming or evideo offerings are just a little down on an annualized basis but the number of checkouts from December to January more than doubled from 30 to 79. The number of borrowers have stayed steady with a small increase. As expected, we have dismal statistics in the number of programs, the number of attending programs, room use, and computer use. Unique visitors to our catalog and use of Wowbrary has increased with quite of few reserving materials online.

We are making progress in weeding the collection prior to moving the fiction to the west side of the library and the nonfiction to the east side of the library. Signage has been revamped and is on the maintenance list to get mounted. Curt's Electric has finished the new lights in the men's and women's bathrooms. It is a great improvement in the lighting for both bathrooms.

We have encountered a glitch in the HVAC controls system. The control system is supposed to send alert to my email and the City Maintenance Manager's (Barry Chayet) email when an alarm goes off indicating an HVAC problem. For example, when the boilers shutdown or the condenser shuts off. Apparently, the controls systems runs off of Adobe Flash and that piece of software became obsolete on January 1, 2021.

Barry Chayet is looking into two different ways to solve the problem. One is to pay Waldinger/Wolin to update the system (~\$8,000) or two, for Drees to create a new web-based controls system. A web-based controls system could be accessed anywhere wifi or an internet connection is available. We do not have a quote from Drees yet. It is coming. Meanwhile Barry is checking on the boilers daily for any problems that may arise.

I will be presenting our 2020 Health Initiatives programming to a Health Care Conference on February 9, 2021. The presentation will be like the one presented to the Iowa Library Association last October. I will report at the meeting how it went.

Board Overview

	FY 2019-2020	FY 2020-2021 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Last FY Jan.
Volumes Held at Start of Period	110,940	110,969	-1.71%	111,725	111,806	110,530	109,385	109,040	111,413		
Freegal Music Circulation	295	238	38.31%	31	31	35	40	24	32		
Electronic Audiobook Circulation	2,185	1,498	17.53%	194	164	222	242	256	187		
Electronic Book Circulation	2,999	1,912	9.29%	278	278	288	279	284	277		
Electronic Video Circulation	417	231	-5%	6	6	11	30	79	67		
Total Circulation	70,422	24,082	-41.38%	3,479	2,504	2,973	3,547	2,968	5,543		
Number of Borrowers at End of Period	4,880	5,172	6.45%	5,185	5,179	5,183	5,189	5,195	5,108		
Library Visits	51,372	0	-100.00%	0	0	0	0	0	5,255		
Total Number of Reference Questions	2,974	1,322	-23.80%	216	158	212	176	166	233		
Total Number of Programs	620	145	-59.91%	43	0	13	17	17	68		
Total Number Attending Programs	10,741	2,469	-54.03%	86	0	145	260	160	783		
Annual Meeting Room Use	335	0	-100.00%	0	0	0	0	0	40		
Public Computer Usage (Wireless Included)	15,428	1,634	-81.84%	201	185	192	235	255	1,605		
Wireless Computer Usage	7,347	1,383	-62.35%	180	155	180	186	186	713		
Pages Viewed Online Catalog	17,023	9,255	-6.80%	1,432	1,188	1,477	956	1,241	1,048		
Unique Visitors to Online Catalog	1,683	1,177	19.89%	171	174	180	132	160	148		
Wowbrary users	2,221	2,195	-1.76%	2,208	2,191	2,187	2,191	2,182	1,656		
Wowbrary pages viewed	5,699	4,815	44.84%	816	500	681	828	732	678		
Wowbrary Click-Thru to Catalog	1,604	967	3.35%	92	61	151	246	111	153		

February 2021 Perry Public Library Events

Books and Bites Virtual Program (1st-2nd Grade) – February 3

The February 2021 ***Books and Bites*** program at Perry Public Library is at **3:00 p.m., Wednesday, February 3.** ***Books and Bites*** virtual programs for First and Second Graders combine a book with a snack, and the live Zoom presentations take place on the first Wednesday of each month. The selected stories for the February presentation are ***The Night Before Valentine's Day* by Natasha Wing** and ***Clifford's First Valentine's Day* by Norman Bridwell.** We will create a special Valentine with Miss Suzanne and make hand-dipped vanilla wafers for our snack. ***Books and Bites*** programs are free, but registration is required and is limited to fifteen participants. Call the library by the deadline, Monday, February 1, to get a free snack kit for each child! For more information, call Children's Librarian Suzanne Kestel.

Virtual Community Helpers Family Storytimes (Ages 2-5) – February 3, 10, 17, 24

The ***Community Helpers Storytimes***, designed for children ages two to five and their families, will continue in the month of February with sessions on **Wednesdays, February 3, 10, 17, and 24, at 10:15 a.m.** The Zoom programs are free, but registration is required to receive the free Activity Kits. We will learn about the roles of doctors, dentists, police officers, firefighters, chefs, teachers, scientists, and other helpers during this unit, with preliteracy skills, songs, hands-on activities, and simple crafts. For more information, please call or email Children's Librarian Suzanne Kestel: 515-465-3569, skestel@perry.lib.ia.us.

Wee Wonders Recorded Storytimes for Babies – February 4, 18

The Perry Public Library ***Wee Wonders Virtual Storytimes*** for babies up to 18 months are recorded twice monthly and are available from the library website (<http://www.perry.lib.ia.us>) for families and caregivers to access 24/7. Songs, simple stories, fingerplays, parent handouts, and a free book are included in the programs. **New recorded sessions will be posted on February 4 and 18** and are open to anyone. ***Wee Wonders*** programs are free, but registration is required to receive the free books and activity kits, which may be picked up, curbside, at the library. For more information, call Children's Librarian Suzanne Kestel: 515-465-3569.

Family Valentine Party at Perry Public Library – February 11

Celebrate Valentine's Day with Miss Suzanne at a ***Family Valentine Party*** Zoom program, **Thursday, February 11, at 6:00 p.m.** This Perry Public Library virtual program is designed for children ages four through Second Grade, but the program is open to all children and families who would like to participate. During the live presentation, we will create a Valentine card, prepare a snack, and play a game. Each child will receive a Valentine's Day Treat Bag! Register online or email: skestel@perry.lib.ia.us by the deadline, **Tuesday, February 9**, to participate.

Virtual Mystery Book Club Events – February 23, 24

The Perry Public Library ***Mystery Book Club*** will hold their February Book Discussion at **7:00 p.m., Tuesday, February 23** with *two* selected titles: ***What Waits for You*** and ***One Day You'll Burn***, by **Joseph Schneider.** The associated author talk with Joseph Schneider will be held the following day, at **6:00 p.m., Central Time, on Wednesday, February 24.** Both events are virtual, via Zoom, and anyone interested may join Library Director Mary Murphy for the free discussions. Print books and ebooks will be available for participants, and registration is required for both events. For more information or to register, call the library: 515-465-3569.