

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, May 13, 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=RFpwS1dkZnM4bk1lMjJxd2x5Sm8yZz09>

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 April 8, 2021 Meeting Minutes
4. Approval of Financial Statements: Gift Claims and City of Perry Library Line Items
5. Unfinished Business:
 - a. Reopening Plan
6. New Business
 - a. Meeting Room Policy
 - b. Sales in the Library Policy
 - c. Friends of the Perry Public Library
 - d. Signage Policy
7. Board Education – Library Policy
8. Open Forum
9. Next Regularly Scheduled Meeting is on June 10, 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.

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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, April 8, 2021 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 Director Misty VonBehren were also present.

Board 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 March 11, 2021 meetings. MCU.

Financial Statements – Updated Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved, and Rosa Gonzalez seconded a motion to approve checks #6036 - #6045 in the amount of \$3,542.59 from the Gift Fund and the City of Perry Library Fund Status Report. MCU.

Unfinished Business:

Reopening – At this time the 14-day positivity rate in our zip code is in the low teens, 13/14, and the vaccination rates is 34% in Iowa and 24 % in Dallas County, for having at least one dose of the vaccine. With the number of Covid-19 cases stabilized and vaccinations increasing, the library will add back more services in helping patrons. It is a balance between opening more and our ability to clean and sanitize. The Library is cleaned

thoroughly in the morning by a Maintenance employee before the building is opened to the public. Another Maintenance employee comes at 1 p.m. to wipe down all patron touchable surfaces including the bathrooms. At 4:45-5:15 p.m., Library staff take turns in wiping down all patron surfaces. Library staff are responsible for the circulation desk and their own work areas.

Library Conduct Policy – The proposed policy presented will take the place of the Library Behavior Policy and the Cell-Phone Policy. Heather Karolus moved to approve the proposed policy with Margaret Ruggle seconding. MCU.

New Business:

By-Laws of the Perry Public Library Board of Trustees – Director Murphy will check with the State Library of Iowa concerning electronic meetings.

Displays, Posters, and Exhibits Policy – Heather Karolus moved to approve the proposed policy with Margaret Ruggle seconding. MCU.

Library Access for Sex Offenders Against Minors Policy – Heather Karolus moved to approve the proposed policy with Rosa Gonzalez seconding. MCU.

Librarian's Report:

Patrons have been very compliant in wearing a mask within the library. However, sometimes they must be reminded about standing 6 feet away.

National Library Week is April 4-10 -- Usually, the Friends of the Perry Public Library bake cookies for our patrons. While that is not an option this year, all patrons coming in the library or using curb-side library services will receive a goodie bag: adults receive a National Library Week bookmark, 2 Dove chocolate pieces, and a Perry Public Library pen while children receive all but the pen. Instead, they receive a box of crayons.

In addition, several patron-involved activities are planned: (1) an in-library scavenger hunt, (2) a Find-the-Clues activity that can be done outside the library for those that are still cautious about entering public spaces, and (3) a coloring page. For each activity of the three (3) activities accomplished, patrons can enter a grand prize drawing for Perry Bucks. The grand prize drawing will take place on Friday, April 9, at 4 p.m.

The Perry Area Chamber of Commerce will host a ribbon-cutting event at the Library on April 7, at 8:30 a.m. to celebrate National Library Week and recognizing our newly renovated space. We will also dedicate the Wilford Roberts' memorial gift to the Library of the table and chairs now residing in the front of the Library.

Summer Library Programs for Children, Teens, and Adults are being planned. At this point in time, we are not planning any in-person programs with the idea of staying flexible.

Several of the newly renovated items have had problems including the laminate on the swing door on the circulation desk, the new east doors' opening operating being glitchy, and the carpet coming up. All the work is still under warranty until October. When a problem arises, the subcontractor involved receives a phone call to come and repair the door, or the laminate, or the carpet. It is just a matter of staying in touch with the subcontractor to remind them what needs to be repaired.

Board Education – Library Policy, Enactment, Training, and Enforcement

Director Murphy along with the Library Board and Deputy Director Misty VonBehren want to thank Jeremy Winter for his time and service to the Library since this is his last meeting on the Library Board of Trustees.

The next normally scheduled meeting is on Thursday, May 13, 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.

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

Respectfully submitted, Mary K. Murphy, Library Director

Register Report
4/6/2021 through 5/6/2021

5/6/2021

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Date	Num	Description	Memo	Category	Amount
BALANCE 4/5/2021					33,332.74
4/12/2021	DEP	... Deposit	For Sandy and Janet Gliem	Gifts And Memorials	200.00
			G Moore for Nat Lib Wk	Gifts And Memorials	50.00
				Donation Income	12.70
4/19/2021	DEP	Deposit	Cash Register	Donation Income	0.70
4/26/2021	DEP	... Deposit	N Holland for P&G Daniels	Gifts And Memorials	1,000.00
				Donation Income	21.00
5/3/2021	DEP	Deposit	Cash Register	Donation Income	30.75
5/5/2021	6049	Wells Fargo Visa	Suzanne's Visa for April 2...	Children's Activities	-256.61
5/5/2021	6050	...Wells Fargo Visa		Programming	-579.61
			FB Boost	Marketing	-17.91
5/5/2021	6047	...IngramLibrary Ser...	Fiction	Materials:Adults	-544.68
			Nonfiction	Materials:Adults	-30.25
				Materials:Children's Books	-5.74
				Materials:Audiobooks	-32.98
				Materials:Young Adult	-19.91
				Materials:Spanish Language	-618.53
5/5/2021	6048	OverDrive, Inc.	May 2021 Expense	Materials:Streaming	-2.99
5/5/2021	6046	hoopla	May 2021 Expense	Materials:Streaming	-1,000.00
5/5/2021	6055	Creative Product ...	Program Supplies	Adult Summer Library Pro...	-179.00
5/5/2021	6056	City Of Perry	April 2021 Credit/Debit C...	Credit Debit Card Revenu...	-88.55
5/5/2021	6057	...Fareway		Children's Activities	-13.86
				Children's Summer Library...	-20.97
				Office Supply	-11.98
5/5/2021	6058	American Library ...	ALA Membership	Membership Dues	-148.00
5/5/2021	6059	Elizabeth Schmidt	StoryWalk Outreach Exp...	Outreach Mileage	-15.12
5/5/2021	6060	Misty VonBehren	Program Expense - Orna...	Teen Summer Library Pro...	-200.00
5/5/2021	DEP	Deposit	Cash Register	PPLF	2,100.00
5/6/2021	6061	Penworthy Comp...	Invoice 0570838-IN	Materials:Children's Books	-104.12
5/6/2021	6062	Penworthy	Invoice 0570478-IN	Materials:Children's Books	-187.64
4/6/2021 - 5/6/2021					<b style="color: red;">-663.30
BALANCE 5/6/2021					32,669.44
TOTAL INFLOWS					3,415.15
TOTAL OUTFLOWS					<b style="color: red;">-4,078.45
NET TOTAL					<b style="color: red;">-663.30

Banking Summary
4/6/2021 through 5/6/2021

Category	4/6/2021- 5/6/2021
INCOME	
Donation Income	65.15
Gifts And Memorials	1,250.00
PPLF	2,100.00
TOTAL INCOME	3,415.15
EXPENSES	
Adult Summer Library Program 2021	179.00
Children's Activities	270.47
Children's Summer Library Program 2021	20.97
Credit Debit Card Revenue to City Hall	88.55
Marketing	17.91
Materials	
Adults	574.93
Audiobooks	32.98
Children's Books	297.50
Spanish Language	618.53
Streaming	1,002.99
Young Adult	19.91
TOTAL Materials	2,546.84
Membership Dues	148.00
Office Supply	11.98
Outreach Mileage	15.12
Programming	579.61
Teen Summer Library Program 2021	200.00
TOTAL EXPENSES	4,078.45
OVERALL TOTAL	-663.30

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

Account Number	Account Title	YTD			
		Total Budget	Expended	YTD Balance	Pct Expended
GENERAL FUND					
001-410-6010	WAGES	\$181,648.00	\$159,840.40	\$21,807.60	88%
001-410-6020	WAGES - PT	\$54,500.00	\$40,164.76	\$14,335.24	74%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$1,039.98	(\$39.98)	104%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$993.67	\$6.33	99%
001-410-6371	UTILITIES	\$32,000.00	\$22,284.73	\$9,715.27	70%
001-410-6373	TELEPHONE	\$4,500.00	\$3,626.49	\$873.51	81%
001-410-6408	INSURANCE TORT/GENERAL	\$6,330.00	\$7,267.00	(\$937.00)	115%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$12,256.56	\$3,743.44	77%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$3,757.91	\$5,742.09	40%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$7,488.57	(\$2,488.57)	150%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$412.80	\$2,087.20	17%
BENEFIT FUND					
112-410-6110	SOCIAL SECURITY	\$18,065.00	\$14,254.03	\$3,810.97	79%
112-410-6130	IPERS	\$22,292.00	\$17,629.26	\$4,662.74	79%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$66,526.00	\$59,504.57	\$7,021.43	89%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,055.00	\$879.50	\$175.50	83%
112-410-6160	WORKERS COMPENSATION	\$303.00	\$214.97	\$88.03	71%
121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$72,135.00	\$43,201.43	\$28,933.57	60%
CAPITAL FUNDS					
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$10,000.00	\$9,976.66	\$23.34	100%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$39,621.47	\$378.53	99%
122-410-6750	CAPITAL/BUILDING	\$29,000.00	\$7,997.42	\$21,002.58	28%
GIFT FUND					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$9,853.03	\$35,146.97	22%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$8,312.70	\$16,887.30	33%
LIBRARY TOTAL		\$643,554.00	\$470,577.91	\$172,976.09	73%

Meeting Room Policy

The Perry Public Library welcomes the use of its meeting rooms and study room for civic, cultural, educational, and public information meetings of groups based in Perry, or groups which have a significant number of Perry residents. Permission to use the meeting rooms or study room does not imply endorsement of any organization or the organization's viewpoint using the room.

It is the policy of the Perry Public Library Board of Trustees, and in accordance with the Director's goals, to allow non-profits organizations and groups to use the Library meeting rooms when the facilities are not needed for administrative use, activities, or programs sponsored in whole or in part by the Library, and when such use does not disrupt the public's use and enjoyment of the Library. Such permissions are revocable and does not constitute a lease.

The Library does not discriminate in making rooms available for use based on viewpoints expressed by users or the race, color, national origin, religion, sex, sexual orientation, marital status, gender identity, creed, ancestry, political affiliations, physical limitations of its user, or presence of any sensory or mental disability. The Library Board delegates to the Library Director or his/her designee, the authority to develop and implement procedures and practices which carry out the provisions of this policy.

Guidelines:

1. Library programs and library meetings will receive first consideration in the scheduling of any room.
2. The meeting rooms and study room are available without a meeting room charge for meetings or programs of nonprofit organizations of civic, cultural, service, educational, and governmental agency programs and meetings. All other events including recitals, family gatherings, and class reunions, will be charged a \$50 meeting room rental fee that is payable to the Perry Public Library prior to the use of the meeting room or the study room.
3. All meetings will be held during regular library hours, Monday through Friday. On Saturdays, the meeting room and the study room may only be rented for private parties from 11 a.m. to 3 p.m. No rentals for private parties will be made on Sundays. Any meetings requiring the use of the meeting room outside of normal library hours must receive the approval of the Director. All bookings shall be made in advance by a responsible person (over age 18). No standing reservations will be accepted.
4. There is a \$50.00 custodial deposit *regardless of the classification of the entity*, in addition to any rental fee, required for any serving of food or drink in the meeting room. Library kitchenette facilities are available for light refreshments in connection with meeting room. Food is prohibited in the study room. Patrons may have non-alcoholic beverages in the study room if the containers have lids. The \$50.00 custodial deposit will be returned once the room has been inspected by a library staff member and has been deemed to be in its original condition.

5. All rooms are set in a standard room set-up and groups are responsible for returning the room to the standard set-up. Groups will be charged for labor and materials to cover the cost of resetting the room, damage to the room or library equipment, or extraordinary room clean up that result from use.
6. The library will not care for, nor store any material for groups using the room. The Library will not be responsible for theft or damage of equipment or material supplied by users. This includes personal items.
7. Events must not be of a commercial nature, including transacting business or charging admittance fees except for author / book talk programs.
8. Attendance is limited to the posted room capacity, which can vary depending on the room arrangement. The Library will terminate meetings, programs, or events with attendance that exceeds room capacity.
9. The Library's Conduct Policy, the Vulnerable Adult and Child Policy along with all other relevant policies apply to use of the meeting rooms.
10. The library shall be notified if a cancellation becomes necessary. Failure to cancel in advance of the meeting will cause forfeiture of any fees and may result in denial of future reservations. No group may transfer use of the room to another group.
11. Upon arrival, all groups must check in at the Circulation Desk. The reserving adult must remain in the room throughout the reservation. The room will be inspected by Library staff and person reserving the room for condition at the end of the reservation time.
12. All entities using the meeting rooms must have the room cleaned, returned to standard set-up pattern, and staff checked at the end of the reservation time or the entity will forfeit their \$50 deposit.
13. All Library audio-visual equipment used by the renters must be inspected by Library Staff at the end of the reservation time to check its condition.

Reviewed May 2021

Sales in the Library

Articles may be offered for sale in the library at the discretion of the Director or Board. The organization, Friends of the Perry Public Library, may support the Library through book sales, garage sales, and other fund-raising activities. When the Friends of the Perry Public Library have a book sale selling withdrawn library materials, the proceeds from such a sale are to be returned to the Perry Public Library.

Reviewed May 2021

Friends of the Perry Public Library

Friends of the Perry Public Library is an organization whose members believe in the importance of the Library and volunteer their time and talents to the Library to provide additional programs and services.

Objectives of the Friends are:

- ❖ To encourage greater use of the Library.
- ❖ To help with special library programs and projects.
- ❖ To stimulate public support of the Library.
- ❖ To encourage gifts to the Library.
- ❖ To support the Library in developing its services and facilities for the community.

Reviewed May 2021

Signage

Signage provides information that is not only directional but also promotional, educational, and policy driven. It complements the content on the library website and promotional materials, in addition to the look and feel. A signage policy dictates consistency in language, branding, design, and overall message, thereby promoting user awareness and a visual identity throughout the library. This document defines the types of signs, the overall elements of effective design, and sign installation procedures. It provides policies and procedures that relate to the seamless development of effective signage at the Perry Public Library.

Categories of Library Signage

- Directional
- Policy
- Informational (educational or promotional)
- Labels

Design Elements for Directional, Policy, and Label Signage

All categories of signage shall possess a common look and feel. Their message, language, font type, branding, and overall design will be consistent. Elements described in detail:

1. Font type: Tahoma, Calibri, Stez Sans, and Arial
2. Color choices:
 - a. Background: White
 - b. Top/Bottom Color Block (*if applicable*): Green, see templates in Shared Drive: Signage
 - c. Font color: Green, White or Black
3. Shape: Signs will be limited to letter (8.5x11) in portrait or landscape.
4. Branding: Branding will follow the PPL branding guidelines. The use of the PPL logo will be employed.
5. Language: Library jargon and technical language is not permitted. Use plain and simple language, and language must not conflict with library policies. Handwritten signs or labels are not permitted.
6. Message and Tone: Use positive language where possible. The use of "no" in signage text shall be avoided.
7. Visuals: Avoid using clipart on signage. Readily common and recognizable icons, logos, or photographs may be used. Please check with Library Director prior to use.
8. Adhere to copyright laws.
9. Placement: Signage should be placed strategically. Signage posted in spaces not approved by a member of the leadership team will be removed. Showing tape on the outside of signage is not permitted. Signage is to be mounted using double sided tape or rubber adhesive. Preferred mounting is the use of plastic/acrylic or glass sign frames

or holders.

Requesting Library Signage

Signage templates are located on the library's shared drive under *1 Signage - Templates*. When creating signage, staff members shall adhere to the signage policy and guidelines. For permanent and special event signs, staff members shall create their signage using the Signage Policy as a guideline along with the Media Communications guidelines.

Design Elements for Informational Signage

1. Use [Canva](#) to design promotional signage.
2. Use the suggested fonts for ease of reading.
3. Special fonts may be used but you must be able to read sign from 10-foot distance.
4. Shape: Signs will be limited to letter (8.5x11) and Tabloid (11x17) in portrait or landscape orientation.
5. Branding: Branding will follow the PPL branding guidelines. The use of the PPL logo will be employed.
6. Visuals: Avoid using clipart on signage. Readily common and recognizable icons, logos, or photographs may be used. Please check with Library Director prior to use.
7. Adhere to copyright laws.
8. All signage not placed in an acrylic wall mounted sign holder must be laminated.
9. Placement: Signage should be placed strategically. Signage posted in spaces not approved by a member of the leadership team will be removed. Showing tape on the outside of signage is not permitted. Signage is to be mounted using double sided tape or rubber adhesive. Preferred mounting is the use of plastic/acrylic or glass sign frames or holders.

Reviewed May 2021

Board Overview

	FY 2019-2020	FY 2020-2021 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	Last FY Apr.
Volumes Held at Start of Period	110,940		-4.38%	110,969	111,580	111,725	111,806	110,530	109,385	109,040	107,227	105,911	106,078	111,725
Freegal Music Circulation	295	310	26.10%	41	31	31	36	35	40	24	18	29	25	18
Electronic Audiobook Circulation	2,185	2,217	21.76%	185	164	194	235	222	242	256	230	245	244	203
Electronic Book Circulation	2,999	2,717	8.72%	279	278	243	261	288	279	284	291	271	243	308
Electronic Video Circulation	417	312	-10%	15	6	36	54	11	30	79	46	18	17	105
Total Circulation	70,422	36,833	-37.24%	3,757	2,504	3,479	4,854	2,973	3,547	2,968	3,560	5,012	4,179	7,011
Number of Borrowers at End of Period	4,880		7.0%	5,172	5,181	5,185	5,179	5,183	5,189	5,195	5,200	5,204	5,225	5,170
Library Visits	51,372	4,073	-90.49%	0	0	0	0	0	0	0	521	1,647	1,905	0
Total Number of Reference Questions	2,974	2,006	-19.06%	186	158	216	208	212	176	166	172	206	306	200
Total Number of Programs	620	194	-62.45%	39	0	43	16	13	17	17	15	19	15	12
Total Number Attending Programs	10,741	3,046	-65.97%	395	0	86	1,423	145	260	160	182	191	204	204
Annual Meeting Room Use	335	4	-98.57%	0	0	0	0	0	0	0	0	3	1	0
Public Computer Usage (Wireless Included)	15,428	2,784	-78.35%	305	185	201	261	192	235	255	322	543	285	0
Wireless Computer Usage	7,347	2,156	-64.79%	279	155	180	217	180	186	186	224	279	270	180
Pages Viewed Online Catalog	17,023	12,872	-9.26%	1,669	1,188	1,432	1,292	1,477	956	1,241	1,206	1,287	1,124	1,504
Unique Visitors to Online Catalog	1,683	1,611	14.87%	194	174	171	166	180	132	160	142	158	134	213
Wowbrary users	2,221		-2.97%	2,195	2,191	2,208	2,192	2,187	2,191	2,182	2,173	2,160	2,155	1,646
Wowbrary pages viewed	5,699	7,662	61.33%	642	500	816	616	681	828	732	824	1,249	774	506
Wowbrary Click-Thru to Catalog	1,604	1,396	4.44%	164	61	92	142	151	246	111	118	184	127	156

Statistics – Report at meeting

The Library has been getting a little more traffic and at the same time, so it has been a little hectic behind the circulation desk. Patrons are being compliant with wearing masks and social distancing,

Registration for the Children, Teen, and Adult Summer Library Programs started on May 3rd and it has been stronger than we saw last year. Reading can start at the time of registration, but programs will not start until the week of June 7th. At this time, all but one program will be virtual using the Zoom software. The one in-person program will be planning an outdoor demonstration on BBQing at Bett and Bev's for an Adult Summer program in late June.

Two more Little Libraries will be added using the rest of the CARES Act funding. They will be placed at the Perry Elementary School and at the Perry Middle School. The Little libraries are ordered and will be shipped on May 13, 2021. These are refurbished newspaper vending units. Ours will be painted royal blue. Books have been ordered and are arriving. I am hopeful that we will get to launch both Little Libraries before the school year ends. The plan is to check on the Little Libraries at the schools three times per week and replenish the inventory as needed. In addition to the CARES Act Funding, I applied for a United Way Equity Challenge grant to help in purchasing more books.

May is Little Free Libraries month and we are celebrating all our Little Libraries. With the addition of the two new Little Libraries, the library will have 11 Little Libraries in the community. We have 4 at Perry Nursing homes, Rowley, Lutheran home, Spring Valley, and Pearl Valley, one at the Hamlin Bell Apartments (senior Living), one at the Dallas County Hospital, one at the McCreary Center, one at the Perry Perk, and our original one which now is located at Fareway.

I was asked to organize a Vaccine Clinic for the City of Perry Employees. We were fortunate enough to open the registration up to employees and their spouses. The first Vaccine Clinic was on April 14 with the second clinic on May 12. HyVee Pharmacists Tracy Bennet and Quyan were most helpful and efficient getting 29 people vaccinated in less than 45 minutes.