

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a meeting on

Thursday, July 8, 2021 at 8 a.m.

THIS MEETING WILL BE HELD IN PERSON

1. Roll Call
2. Approval of Agenda
3. Approval of June 10, 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. Circulation Policies – Borrowing Privileges, Loaning of Materials, Reference Assistance, Overdue Fines, Notification Options, Confidentiality
 - b. Special Project – Security Camera System Update
 - c. Google Tour of the Library
7. Board Education – Strategic Planning – How to Proceed
8. Librarian Report - Fiscal Year End Report
9. Open Forum
10. Next Regularly Scheduled Meeting is on September 9, 2021 at 8 a.m.?
11. Adjourn

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

June 10, 2021

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/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.**

The Perry Public Library Board of Trustees met in regular session on Thursday, June 10, 2021, at 8 a.m.

Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, Rosa Gonzalez, and Kendall Rathje were present. State Library Consultant Maryann Mori, 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 – Kendall Rathje moved, and Margaret Ruggle seconded a motion to approve the minutes of the May 13, 2021 meeting. MCU.

Financial Statements – Updated Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved, and Margaret Ruggle seconded a motion to approve checks #6064 - #6078 in the amount of \$4,728.53 from the Gift Fund and the City of Perry Library Fund Status Report. MCU.

Unfinished Business:

Reopening –With the REALM (REopening Archives, Libraries, and Museums) research findings specifically revealing there is a low probability of virus contagion on hard

surfaces and the recent updated CDC mask guidelines, the library has moved into another phase of reopening. We have dropped the masks requirement and are moving more furniture back into the library. We have signage that encourages unvaccinated customers to wear masks.

New Business:

Perry Public Library Board of Trustees Bylaws – Kendall Rathje moved, and Heather Karolus seconded to approve the Bylaws presented. MCU.

Use of Library Collections, Library Cards, and Group Library Cards Policies – Margaret Ruggle moved to approve the proposed amended policies with Rosa Gonzalez seconding. MCU.

Special Project: Updating the Security Camera System – The State Library of Iowa has made ARPA Grants available up to a maximum of \$5,000 for allowable items. Updating security cameras to monitor Wi-Fi accessible areas is listed on the allowable items list. Drees Company from Carol, Iowa has submitted a quote of \$11,281.00 to add 4 additional outside cameras and upgrade the entire security camera system (18 cameras) with high-definition cameras and the new web-based system software. With the \$5,000 ARPA grant, this would leave \$6,281 to be funded by the Gift Fund. Kendall Rathje moved, and Rosa Gonzalez seconded to have the Gift Fund fund \$6,281.00 for the security camera system update and to use as matching local funds for the grant application. MCU.

Librarian's Report:

Registration for the Children, Teen, and Adult Summer Library Programs started on May 3rd, and it has been stronger than we saw last year – Adults, 86; Teens, 14; Children's, 225. Reading can start at the time of registration, but programs did 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 is an outdoor demonstration on BBQing at Bett and Bev's for an Adult Summer program in late June.

The two school Little Libraries have arrived, and we are fine-tuning the shelf inside the Little Library to try and prevent books from falling in the bottom of the Little Library. With these two libraries, all the CARES Act funding (\$12,400) has been used. These Little Libraries will be placed and stocked with books at the Perry Elementary School and at the Perry Middle School on June 11, 2021. The Little Libraries are refurbished newspaper vending units, painted royal blue. The books for these libraries have arrived. 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 (\$5,000).

We applied for a DMACC Intern to work with Director Murphy, Deputy Director Misty VonBehren, and Children's Librarian Suzanne Kestel. Please find attached a summary of Job Expectations for this intern. Today we met with our intern Emma McFarland for the first time.

Just to keep you informed about ongoing grants:

1. CARES Act: \$12,400 to make books more accessible during the pandemic to elementary, middle, and high school students.
2. United Way-Equity Challenge Grant: Requested \$5,000. We will be notified on 6/15/21. Continuing of CARES Act grant goals and objectives.
3. 4RKids: \$500 for a Little Library at the Library for 2–5-year-olds. Little Library ordered and books ordered.
4. ARPA Grant through the State Library of Iowa: Requesting \$5,000, application due June 15, 2021: Upgrade to Security Camera system, see quote attached.

Board Education – Strategic Planning – State Library Consultant Maryann Mori explained that all libraries in Iowa are required to apply for accreditation every three years. The accreditation process requires the library to meet quality standards set for by the State Library of Iowa that reflect current 'Best Practices' for libraries. One of the quality standards is that the library must have a strategic plan. Most strategic plans are set up for a 5-year horizon. The strategic plan should be based on community data that reflect the needs and wants of the community which usually requires some method of evaluation. Maryann Mori outlined several methods of analyzing the community as listed below:

1. Analyze only the hard data from secondary data sources: U.S. Census and State Data Center.
2. Conduct Community Surveys which can be tricky to correctly design questions without bias. Most successful surveys usually offer an incentive to induce participation.
3. Focus Group Interviews which are cluster groups such as the parents of preschool children, families that do not use the library, families that use the library, educators, church groups, professional business groups, etc. This may require a lot of meetings with lots of recruiting of residents for the focus group meetings.
4. Planning for Result streamlined model in which 25-30 residents are selected and personally asked to come to one 3-hour meeting to determine the needs and wants of the community along with SWOT analysis to end up with some consensus about what the community wants and desires for their community libraries services.
5. An alternative that Maryann Mori has evolved during the last year when face-to-face meetings could not take place and libraries needed to create a strategic plan. The Board members would each make a list of ten community members representing different segments of the community. From this list, the trustee would personally ask if they would be willing to spend ten minutes on the phone answering five questions about their community. The five questions are:
 - a. How long have you lived in Perry?
 - b. What is best about living in Perry?
 - c. What could be done to improve the City of Perry?
 - d. What is your relationship with the library?
 - e. What is the best way the library can serve the community?

The surveys would be compiled, and results summarized leading to conclusions about how best the library should serve the community. A strategic plan would then be written based on these results.

The next normally scheduled meeting is on Thursday, July 8, 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 Kendall Rathje seconding. MCU.
Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

Register Report
6/8/2021 through 7/2/2021

7/2/2021

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Date	Num	Description	Memo	Category	Amount
BALANCE 6/7/2021					30,352.10
6/8/2021	DEP	... Deposit	John Summerson	Gifts And Memorials	100.00
			Ivan Winger	Gifts And Memorials	1,025.00
			Alberta Smith	Gifts And Memorials	260.00
6/14/2021	DEP	... Deposit	Mary Teresa Fallon	Gifts And Memorials	20.00
			Ivan Winger	Gifts And Memorials	295.00
			Alberta Smith	Gifts And Memorials	270.00
6/21/2021	DEP	... Deposit	Powell for P Daniels	Donation Income	88.20
				Gifts And Memorials	15.00
				Donation Income	35.10
6/28/2021	DEP	Deposit	Cash Register Reconci...	Donation Income	45.00
7/1/2021	6079	...Wells Fargo		Materials:Videos	-61.90
				Materials:Children's ...	-42.10
			Fiction	Materials:Adults	-111.57
				Materials:HotSpot	-295.68
				Programming	-1,592.85
				Office Supply	-275.91
			Fb Boosts	Marketing Services	-110.00
7/1/2021	6080	...Baker & Taylor	2036034459	Materials:ebooks	-104.93
			Fiction 2036031151	Materials:Adults	-21.06
			Fiction 2036036431	Materials:Adults	-130.99
			NF 2036036431	Materials:Adults	-15.67
			F 2036024240	Materials:Adults	-61.58
			NF 2036024240	Materials:Adults	-25.75
			YA 2036024240	Materials:Young Adult	-20.70
			F 2036020855	Materials:Adults	-89.07
			NF 2036020855	Materials:Adults	-15.67
			YA 2036049837	Materials:Adults	-10.63
			NF 2036049837	Materials:Adults	-75.12
7/1/2021	6082	...Cengage / Gale	LP 74516523	Materials:Adults	-221.56
			LP 74561503	Materials:Adults	-50.98
7/1/2021	6081	...Ingram Library Services	F 20K2405	Materials:Adults	-315.67
			CH 20K2405	Materials:Children's ...	-188.76
			REP 20K2405	Materials:Replacem...	-144.46
7/1/2021	6083	...Midwest Tape	May 2021	Materials:Streaming	-139.95
			June 2021	Materials:Streaming	-300.15
7/1/2021	6085	Midswest Tape	June 2021 #500565194	Materials:Videos	-26.24
7/1/2021	6088	Recorded Books	June 2021 # 76725873	Materials:Streaming	-11.96
7/1/2021	6084	Scholastic Inc.	Inv. #30582161	Materials:Children's ...	-477.82
7/1/2021	6086	Noah's Ark Workshop	Inv# 25356	Programming	-234.80
7/1/2021	6089	...Harland Ace Hardware	Zip ties	Teen Summer Librar...	-14.99
			Flags	Teen Summer Librar...	-26.97
7/1/2021	6091	Ben's Five And Dime	Flags	Teen Summer Librar...	-9.62
7/1/2021	6092	Staples Business Adv...	Tape, Card Stock	Office Supplies	-55.52
7/1/2021	6090	...Fareway	Kids in the Kitchen	Children's Summer ...	-78.72
			Weed Killer Ingredients	Office Supplies	-13.26
7/1/2021	6093	Friends of the Roy R ...	Book Return	Office Equipment	-200.00
7/1/2021	6094	Mary K. Murphy	Book Return Delivery	June 2021 Expense ...	-50.00
7/1/2021	6095	Rhonda Olson	Book Return Signage	Signage	-120.00
7/1/2021	6096	Sue Brickner	April 7,21, May 5,19, J...	Outreach Mileage	-20.72
7/1/2021	6087	Transparent Languag...	Language Learning So... DataBase		-300.00

Register Report
6/8/2021 through 7/2/2021

7/2/2021

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Date	Num	Description	Memo	Category	Amount
7/1/2021	6097	City Of Perry	June 2021	Credit Debit Card R...	-58.05
7/1/2021	6098	...Midwest Tape	500476907	Materials:Videos	-19.49
			500621528	Materials:Videos	-43.48
7/1/2021	6099	Ingrams Library Servi...	Fiction	Materials:Adults	-22.40
7/1/2021	DEP	Deposit	Cash Register	PPLF	2,100.00
7/1/2021	6100	Perry Chamber Of Co...	Perry Bucks for Prizes	Teen Summer Librar...	-100.00
7/1/2021	6101	Kyle Roeder	Whole Hog	Adult Summer Read...	-80.00
7/2/2021	6102	Deal's	July 2021 Sweet Corn	Healthy Steps Progr...	-300.00
7/2/2021	6103	Bill Gomez	July 2021 Melons	Healthy Steps Progr...	-250.00
6/8/2021 - 7/2/2021					-2,683.45
BALANCE 7/2/2021					27,668.65
TOTAL INFLOWS					4,253.30
TOTAL OUTFLOWS					-6,936.75
NET TOTAL					-2,683.45

Banking Summary
6/8/2021 through 7/2/2021

Category	6/8/2021- 7/2/2021
INCOME	
Donation Income	168.30
Gifts And Memorials	1,985.00
PPLF	2,100.00
TOTAL INCOME	4,253.30
EXPENSES	
Adult Summer Reading Prpgram 2021	80.00
Children's Summer Library Program 2021	78.72
Credit Debit Card Revenue to City Hall	58.05
DataBase	300.00
Healthy Steps Program	550.00
June 2021 Expense Reimbursement	50.00
Marketing Services	110.00
Materials	
Adults	1,167.72
Children's Books	708.68
ebooks	104.93
HotSpot	295.68
Replacements	144.46
Streaming	452.06
Videos	151.11
Young Adult	20.70
TOTAL Materials	3,045.34
Office Equipment	200.00
Office Supplies	68.78
Office Supply	275.91
Outreach Mileage	20.72
Programming	1,827.65
Signage	120.00
Teen Summer Library Program 2021	151.58
TOTAL EXPENSES	6,936.75
OVERALL TOTAL	-2,683.45

City of Perry
Perry Public Library Fund Status Report
FY2020-2021

Account Number	Account Title	Total Budget	YTD Expended	YTD Balance	Pct Expended
General Fund					
001-410-6010	WAGES	\$181,648.00	\$180,714.43	\$933.57	99%
001-410-6020	WAGES - PT	\$54,500.00	\$45,048.80	\$9,451.20	83%
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	\$25,318.17	\$6,681.83	79%
001-410-6373	TELEPHONE	\$4,500.00	\$4,364.00	\$136.00	97%
001-410-6408	INSURANCE TORT/GENERAL	\$6,330.00	\$7,267.00	(\$937.00)	115%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$15,173.57	\$826.43	95%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$9,513.49	(\$13.49)	100%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$8,438.62	(\$3,438.62)	169%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$783.89	\$1,716.11	31%
				\$15,322.38	
Benefit Fund					
112-410-6110	SOCIAL SECURITY	\$18,065.00	\$16,090.50	\$1,974.50	89%
112-410-6130	IPERS	\$22,292.00	\$19,905.14	\$2,386.86	89%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$66,526.00	\$64,996.79	\$1,529.21	98%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,055.00	\$1,061.14	(\$6.14)	101%
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	\$9,976.66	\$23.34	100%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$39,737.92	\$262.08	99%
122-410-6750	CAPITAL/BUILDING	\$29,000.00	\$9,207.89	\$19,792.11	32%
Gift Fund					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$10,629.21	\$34,370.79	24%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$8,312.70	\$16,887.30	33%
	LIBRARY TOTAL	\$643,554.00	\$521,989.97	\$121,564.03	81%

Borrowing Privileges

The Library provides free access to library materials reflecting the Library Bill of Rights and a Freedom to Read statement. See Appendix A. It is the parents' responsibility to monitor their children's selections.

Library borrowing privileges will be suspended if fines, damages, fees, or assessments for lost materials are more than \$5.00 are not paid.

All library materials and equipment that have been damaged beyond reasonable and normal wear shall be paid for by the patron. The charge will be determined by the amount of damage or cost of replacement plus processing fees.

If library materials and equipment are lost, the patron will be charged the list price plus processing fees.

Revised July 2021

Loaning of Materials

Books and other printed materials are loaned for twenty-one days unless otherwise designated. For example, library materials labeled NEW are loaned for fourteen days.

Audio-visual equipment is loaned for a period of two days and only to adults with Library Directors approval.

The latest issue of each magazine must remain in the Library. Other magazines may be checked out for twenty-one days.

Dvds are loaned for a period of one week. Parents of patrons under the age of 18 have a choice and will decide whether their minor child can (1) check out G-rated dvds only, or (2) check G-rated, PG, and PG-13 dvds only or (3) have full access to all dvds.

HotSpots are loaned for a period of one week.

Art prints are loaned for eight weeks.

Special collections of the library include games, literacy bags, the kill-a-watt monitor, a business startup kit, cake pans, caregiver resources kits among other items. These special collection items may be checked out for 21 days.

Bicycles and bicycle equipment may be checked out for one day for patrons 18 years and older and must be returned a half hour before closing.

Unless otherwise designated, library materials may be renewed twice in person, online, or by phone unless a reserve/hold has been placed on the material.

Items on hold are held for three days. If the hold is not picked up during that period, they are released for use by the next person on the list. Renewals are not permitted for items with pending holds.

Patrons may need to sign an agreement to be wholly responsible for the safety of library materials.

If the Library does not have the material or information a patron desires, every effort will be made to obtain it through interlibrary loan. NEW patron may not use the ILL service until they have full borrowing privileges. There may be a charge to the patron from the lending library. In accordance with the Library's ongoing contractual Access Plus agreement with the State Library of Iowa, the Library reserves the right to charge the patron a small fee for this service. The purpose of this fee is to offset the cost of postage. There is a limit of three interlibrary loan requests per patron at one time. Interlibrary loan items not picked up within the specified time will result in a \$5.00 charge. At this time, July 2021, the Perry Public Library does not charge a fee for Interlibrary Loan Materials.

Revised July 2021

Reference Assistance

The Library provides access to a variety of reference sources for its patrons. These sources include materials in the Library, community resources, as well as regional and other networks.

The library staff provides answers to ready-reference questions and assists in locating information for research reference questions.

The following guidelines govern reference assistance:

1. Reference service is available to students doing school assignments unless their teacher requests that this not be done. Students are encouraged to search for information themselves. The staff does not interpret homework assignments.
2. Information or opinions concerning medical, legal, or tax questions cannot be given by the staff.
3. Reference questions will be accepted in person, by telephone, fax, e-mail, or mail.
4. Requests for genealogical information will be dealt with under the same guidelines for other reference questions.
5. Information that cannot be in the library's collection or local sources will be sought from the state or regional reference services, or materials will be ordered through interlibrary loan.

Revised July 2021

Overdue Fines

The Library expects items borrowed to be returned in good condition on, or before, their due date. In order to insure the prompt return of public property, the Library charges overdue fines according to the schedule below. Overdue fines for items are calculated daily by the automated circulation system. Charges are as follows:

Print items	\$0.10 per day, max. \$5.00
DVD and Interlibrary Loan	\$1.00 per day, max. \$5.00
Juvenile Dvd, Music CD, Audiobooks	\$0.10 per day, max. \$5.00
Equipment	\$5.00 per day, max. \$20.00
Art Prints	\$1.00 per day, max. \$5.00
Bikes	\$5.00 per day, max. \$20.00
Hotspots	\$5.00 per day, max. \$20.00

The overdue procedure for the Library is as follows:

1. When an item is one week overdue, the Library notifies the patron with a first notice. Standard overdue fees, as listed above, apply.
2. When the item is three weeks overdue, the Library notifies the patron with a second notice. Standard overdue fees, as listed above, apply.
3. When the item is eight weeks overdue, the Library notifies the patron by mail with a bill for the cost to replace the item, a processing fee of \$5.00, and overdue fees.
4. If the Library staff needs to ask the Perry Police to retrieve an item, there will be an additional \$100.00 fee.
5. If the item is lost, the replacement fee is the list price of the item plus a \$5.00 processing fee.
6. The Library will take action against patrons who have excessive unpaid fines and fees, and/or who have not returned items borrowed on their cards or on their minor-aged children's card. The Library asserts its right to pursue recovery through legal measures including Section 714.5 of the Code of Iowa. This may include:
 - a. Referring delinquent materials to the Perry Police Department as stolen City property.
 - b. Referring fines and fees owed for delinquent materials to the Iowa Department of Revenue.
7. Materials borrowed through interlibrary loan borrowing come from libraries with varying fine schedules. Borrowers returning ILL materials past their due date are subject to fines up to \$20.00 per item.

8. When ILL materials are lost, the replacement charge may be billed reflecting the actual cost of the material, or the cost assessed by the loaning library for the material.

Revised July 2021

Notification Options

Patrons may opt to receive notifications by mail, e-mail, or text for:

- First overdue notices (sent when items are at least 1 week overdue)
- Second overdue notices (sent when items are at least 3 weeks overdue)

Patrons may opt to receive notifications by email or text for:

- Reminders (sent when items are due in 3 days)

Patrons may opt to receive notifications by phone, email, or text for:

- Hold notices (sent when a requested item is available for pick-up)

After materials are 60 days overdue, the final billing notices will to be sent via U.S. mail. The library asserts its right to pursue recovery through legal measures according to Section 714.5 of the Code of Iowa.

Revised July 2021

Confidentiality

It is the responsibility of the Library to protect the privacy of any borrower who uses the Library, and neither to make inquiry into the purpose for which a patron requests information or books, except insofar as it may help the Library to answer the request, not to yield any information about a patron to individuals or to any private or public agency, local, state, or federal, without an order from a court of competent jurisdiction.

All library records relating to patrons and the use of library materials are considered confidential in nature.

The library will release information to the parent or guardian of a minor child for the purpose of recovering overdue materials and settling accounts for lost, late, or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. However, information will not be provided to the parent or guardian who is merely attempting to determine what library materials a minor child is using.

The Library Director or the Director's designee, as the lawful custodian of library records, is authorized to release records that are otherwise confidential if the purpose of such release is in accordance with the provisions of this policy and Iowa law.

Under receipt of any process, order, or subpoena, the person named and/or served shall immediately report to and consult with the Director and the legal counsel of the City of Perry to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority.

Any problems or conditions relating to the invasion of privacy of a patron through the records of the Library shall be referred to the Director, who, after study and consultation with the Board of Trustees and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

The Open Records Law - Section 22.7, subsection 13, Code of Iowa 1985 reads:

"22.7 (13) Confidential records. The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling."

Revised July 2021

Homebound Delivery

Because the Library is committed to serving all citizens, the Library will provide home delivery of library materials to home bound patrons by request.

Homebound rural residents may receive library materials by mail with postage provided by the Library.

Revised July 2021

Perry Public Library - A Year in Review: Fiscal Year 2020-2021

We will long remember the year 2020 as the year of Covid-19. Much of our typical library services had to be rethought to find how we could readily serve our customers without contact. Much was learned over the past year and three months.

What we did:

1. Delivered library materials and services (copying, printing, and faxing) curbside to trunks or back seats without contact.
2. Giving lots of readers advice on what books to read because they could not browse the physical library.
3. Gave away over 6,000 books to elementary, middle, and high school students in Free Book Fridays program in the public school's Grab 'N Go Lunch program and new Little Libraries at the Elementary and Middle schools with CARES grant funding of \$12,400.
4. Implemented and sustained our Healthy Steps Outreach programs such as Farmer's Market Produce Outreach, Food Rescue/Recovery, Healthy Cooking Programs, and the Wiese Park StoryWalk™. These programs were initiated with a \$21,128 grant from Iowa Department of Public Health, Dallas County Health Department, and Telligen.
5. 2020 Library Renovation: End of July to October
 - a. Replaced all floor coverings with new carpet, linoleum, and tile
 - b. New east entrance
 - c. New water fountain with bottle filler
 - d. New family bathroom
 - e. Updated men and women's bathrooms
 - f. Replaced the circulation desk
 - g. Reorganized the layout of the library by shifting the fiction and nonfiction books
 - h. Replaced fabric end panels on bookshelves
 - i. Replaced computer catalog desks and security gates
 - j. Updated the Study Room in the wainscotting and paint
 - k. Staff area painted
 - l. Reorganized the storage room
6. Used data-driven facts and advice to make decisions when to reopen, how much to reopen, and when to eliminate restrictions.
7. Realized how much we missed the contact with our customers.

What to look forward to in FY 2021-2022:

1. Having face-to-face programming
2. Resuming all library services
3. Replacement of all window blinds
4. Painting of the interior of the library
5. New professional signage
6. New children's bookshelves
7. Upgrade security camera system

Banking Summary - 2021

7/1/2020 through 6/30/2021

7/1/2021

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Category	7/1/2020- 6/30/2021
INCOME	
Uncategorized	265.64
Craft Club Income	70.00
Credit Debit Card Revenue DEposited A...	47.25
Donation Income	720.40
FDMS-Settlement Deposit	40.05
Fines And Fees	77.00
Gifts And Memorials	8,406.64
Health Grant Reimbursement	6,902.48
NAYAX-Settlement Deposit	7.99
PPLF	25,200.00
Reimbursements	52.00
Shred Event Donation	126.50
State Of Iowa	5,855.96
TOTAL INCOME	47,771.91
EXPENSES	
Uncategorized	0.00
2020 Building Project	730.63
Adult SLP 2020	140.76
Adult Summer Library Program 2021	179.00
Art Expenses	50.00
Building Project Reimbursable Exp.	2,641.93
Children's Activities	2,066.73
Children's SLP 2020	26.92
Children's Summer Library Program 2021	45.05
Computer Tables, Security Gates	2,000.00
Courtesy Expenses	36.53
Credit Debit Card Revenue to City Hall	135.80
Farmers' Market Outreach	250.00
Furniture Repair	1,000.00
Health Grant Expenses	505.23
Landscaping Expenses	6.32
Marketing Services	1,251.44
Materials	
Adults	2,529.14
Adventure Pass	375.00
Audiobooks	32.98
Books	29.21
Children's All Other	262.27
Children's Books	2,287.46
ebooks	104.93
HotSpot	114.70
Spanish Language	618.53
Streaming	1,032.89
Subscriptions	17.98
Videos	317.95
Young Adult	30.83
TOTAL Materials	7,753.87
Membership Dues	40.00

Banking Summary - 2021

7/1/2020 through 6/30/2021

7/1/2021

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Category	7/1/2020- 6/30/2021
Memorial Expense	1,374.00
Notary Expenses	23.65
Office Furnishings	736.10
Office Supply	2,542.41
Outreach Mileage	83.34
Paint	9.09
Professional Development	148.00
Programming	5,613.00
Reimbursed ILL Expense	20.00
Renovation Costs	36.08
Renovation Costs -Photos	1,600.00
StoryWalk	86.64
Technology Services	2,992.32
Teen Summer Library Program 2021	260.00
TOTAL EXPENSES	34,384.84
OVERALL TOTAL	13,387.07

Board Overview

	FY 2019-2020	FY 2020-2021 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	110,940		-4.02%	110,969	111,580	111,725	111,806	110,530	109,385	109,040	107,227	105,911	106,078	106,318	106,485	110,940
Electronic Music Circulation	295	382	29.49%	41	31	31	36	35	40	24	18	29	25	27	45	40
Electronic Audiobook Circulation	2,185	2,813	28.74%	185	164	194	235	222	242	256	230	245	244	287	309	166
Electronic Book Circulation	2,999	3,300	10.04%	279	278	243	261	288	279	284	291	271	243	271	312	279
Electronic Video Circulation	417	404	-3%	15	6	36	54	11	30	79	46	18	17	32	60	9
Electronic Magazine Circulation																
Total Circulation	70,422	46,621	-33.80%	3,757	2,504	3,479	4,854	2,973	3,547	2,968	3,560	5,012	4,179	4,114	5,674	3,256
Number of Borrowers at End of Period	4,880		8.44%	5,172	5,181	5,185	5,179	5,183	5,189	5,195	5,200	5,204	5,225	5,248	5,292	5,167
Library Visits	51,372	9,534	-81.44%	0	0	0	0	0	0	0	521	1,647	1,905	1,908	3,553	0
Total Number of Reference Questions	2,974	2,502	-15.87%	186	158	216	208	212	176	166	172	206	306	286	210	136
Total Number of Programs	620	262	-57.74%	39	0	43	16	13	17	17	15	19	15	19	49	38
Total Number Attending Programs	10,741	4,806	-55.26%	395	0	86	1,423	145	260	160	182	191	204	833	927	212
Annual Meeting Room Use	335	6	-98.21%	0	0	0	0	0	0	0	0	3	1	1	1	0
Public Computer Usage	15,428	3,577	-76.81%	305	185	201	261	192	235	255	322	543	285	331	462	0
Wireless Computer Usage	7,347	2,765	-62.37%	279	155	180	217	180	186	186	224	279	270	279	330	270
Pages Viewed Online Catalog	17,023	14,941	-12.23%	1,669	1,188	1,432	1,292	1,477	956	1,241	1,206	1,287	1,124	1,065	1,004	1,475
Unique Visitors to Online Catalog	1,683	1,831	8.79%	194	174	171	166	180	132	160	142	158	134	112	108	186
Wowbrary Users	2,221		-4.23%	2,195	2,191	2,208	2,192	2,187	2,191	2,182	2,173	2,160	2,155	2,149	2,127	2,221
Wowbrary pages viewed	5,699	8,645	51.69%	642	500	816	616	681	828	732	824	1,249	774	513	470	439
Wowbrary Click-Thru to Catalog	1,604	1,540	-3.99%	164	61	92	142	151	246	111	118	184	127	97	47	54