**AGENDA FOR POLK CITY LIBRARY BOARD MEETING**

**Polk City Community Library**

**1500 W. Broadway, Polk City, IA**

**Tuesday, September 5th, 2023 at 6:30 pm**

1. Call to order – Lisa called the meeting to order at 6:30pm
   1. Board Members Present: Lisa Mart, Sara Olson, Rod Bergren, Justin Young
   2. Board Members Absent: Angie Conley

II. Approval of the agenda Rod made a motion to approve the agenda upon the correction of the date Tuesday, September 5th, Sara seconded it. Motion passed unanimously.

III. Consent Items Sara made a motion to approve the consent items, Rod seconded it. Motion passed unanimously.

1. Approve the August 2023 Board Minutes
2. Approve July 2023 financial statements
   1. July 2023 History
   2. July 2023 Budget
   3. July 2023 Revenue & Expenses

IV. Communication from the Public - None

V. Director’s Report

**Library Statistics**:

* August Circulation and library usage
  + August 2023 circulation of 5,553 was a decrease of 1,134 checkouts compared to July 2023 and a decrease of 153 compared to August 2022.
  + 2,543 individuals visited the library in August. This is a decrease of 516 compared to July 2023. It is an increase of 137 visitors compared to August 2022.
  + 131 individuals attended passive adult library programs in August.
  + Library Patrons saved $57,756 in August by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
  + 32 passport applications were processed
  + 34 Adventure passes were used saving patrons $1,752.

1. The city has purchased the adjacent property. The fire department is tentatively planning to burn the house and garage on Saturday, Oct. 21. This will likely create parking issues for the library.
2. Director Noack has received a summons for jury duty beginning Sep 26, 2023.
3. Library carpets and hard floors have been professionally cleaned.
4. I spoke with Jason Thraen regarding library/rec facility. We agreed to wait until the city goal setting session in November to see where the council stands. Although the land was purchased next to the library, this doesn’t mean it necessarily is already decided any potential library expansions would go there. This meeting will be set to look out at the next 3-5 years.
5. The Polk County Board of Supervisors approved the 3-year contract with the Polk County Library Association on August 22. PCLA president, [Kim Kietzman](mailto:kkietzman@altoona-iowa.com)was present. The PCLA will meet this Thursday, Sep 7, 2023 to prepare the notice of change in services that will be sent to the Polk County Board of Supervisors. We will also begin work on a unified message to rural library patrons explaining the changes that are expected to go into effect on January 1, 2024. Biblionix, our ILS provider, is already working on the updates needed to our system to implement these changes.
6. The Polk County Trustee Meeting will be held on Sep 26, 2023at the Mitchellville Community Room. Lisa, Sara, and Justin have indicated that they can attend.
7. After discussion with the city administrator, we are looking at scaling back passport appointments. We are considering offering appointments only on Tuesdays and Thursdays and every other Saturday. On the weeks we do not have Saturday appointments, we would offer Friday appointments. The city makes $35 per passport and charge $15 per pictures. There is $10 in postage to send them out. In a week, the library tries to do no more than 15. This would take things down to 10 or so per week. Saturday appointments are in high demand and there isn’t staff to man the front desk and do appointments.
8. The library is experiencing a larger than usual number of unreturned items. Currently 15/29 items more than 3 weeks overdue are from patrons who reside in other communities. 3/8 patrons had “temporary membership”, meaning they had restricted privileges until they provided proof of address. I will be looking at making changes to the Temporary Membership part of our Circulation policy. Suggestion was made to limit new patrons to 3 items the first time you check out. There isn’t a good way to enforce this due to not being able to track dates of membership sign up.
9. Due to scheduling conflicts, library staff are unable to attend the ILA annual conference or the ARSL annual conference. Director will look at moving training funds to another line item if not used to attend these conferences.
10. There is a public hearing tomorrow, September 6 at noon regarding the Governor’s Boards & Commissions Review Committee’s recommendation to remove the governing authority of the Iowa Commission on Libraries, making it advisory instead. I have contacted Polk City’s legislators opposing this change.
    1. The State Library of Iowa was included in the SF514 reorganization of state government. The new law, found in Chapter 8 of the Code of Iowa (specifically 8A.203), states that the State Library is now part of the Division of Administrative Services (DAS).
    2. There are many changes in the new law:
       1. The Commission no longer hires the State Librarian
       2. The Commission no longer has budgetary authority
       3. The language of the old law stated “The Commission shall adopt rules under chapter 17A for carrying out the responsibilities of the division.” The new language states “The Commission shall adopt rules under chapter 17A for carrying out the responsibilities of the department as it relates to library services duties of the department.”
    3. Historical context:
       1. From 1986 to 1992, the State Library was placed under the Department of Cultural Affairs and the Commission did not have governing authority.
          1. During this time, the State Library faced massive budget cuts. This money has not returned to previous levels of funding.
          2. There was legislation to eliminate the Regional Library System
       2. In 1992, the State Library was placed under the Department of Education and governing authority was returned to the Commission.
          1. Enrich Iowa, Accreditation Standards, Library Certifications and Continuing Education, Interlibrary Loan and more came from this arrangement
11. The Friends of the Library book sale will be held September 16.
12. The Friends of the Library will sponsor train rides at Fall Fest on September 30.

VI. Liaison report - None

VII. Board Education: (began at 6:55) Sara Olson: Friends vs. Foundations - Friends groups tend to be smaller and made up with Foundation is more long term - facility projects - newer concept - foundations tend to provide more trust to donors. Funds can be invested prior to usage. Some foundations have employees if really large. Merged groups between the two are gaining in popularity to help the community understand what the group would do. We need to clarify the roles of both groups and what they do to the community. You need to file a 501(c)3 to your state to get a tax exemption. The most common complaint from citizens is that these groups aren’t filed with the state. It was advised not to just simply answer questions, but actually make a case why you deserve it. It is recommended to have the help of an attorney, whether purchased or someone would be willing to volunteer time.

For a friends group- have a member of the board appointed to be a liaison with the group, and have a person from the friends attend board meetings. Yearly meetings should be scheduled to discuss goals. There should also be memorandums of understanding between each group so they know what to understand from each other and it makes it clear long term what each group is committed to as members cycle in and out. This should be reviewed and amended annually. The trustees of the library should try to take leadership roles in friendship groups, but it isn’t recommended to become board members of that group too. This can lead to conflicts of interest as one person has too much say over decision making. The director of the library has to be careful not to overstep boundaries of loaning out spaces and doing too much of the work for the group. A friends group should plan their own events and be self-sustaining. Political candidates cannot be involved with this group. If friends groups won’t spend the money, donors or the board can sue the group because their memorandums and goals can be read as a contract legally. An example was given that a current friends group of the library has it written into their contract that they must spend a certain amount of money they have in their account. The American Library Association has a video learning session on September 12th that will be happening. The director mentioned that this learning could be a possibility.

Benefits of a foundation- by raising private dollars, donors may be more likely to give money than they would be to donate to a public group. Can be through endowments, investments, life insurance, and donations. Foundations focus their efforts on the entire library system. You would need to file with the secretary of state, select officers, prepare by-laws, and apply for tax exempt status. Public funds cannot be used to set up and establish a foundation. You could use private funds or donations, such as friends' dollars. The goal is to bring in individuals in the public to help raise funds and get the word out about what it does. Must set up good communication with the library trustees. This can be seen in multiple ways, such as having trustees on the foundation board or keeping them completely separate.

Having a joint facility between the library and parks and recreation in the future could create complications about what type of foundation is being formed and what its purpose is. As an example, when the current library was built, the foundation that was established to build it essentially went defunct and stopped being in use. The director would like to see a foundation like this continue to exist after any future building projects were completed to continually look for ways to better the library and its system. The library currently has a friends group and and so does parks and recreation. Neither one currently has a foundation. ALA sign up to get more information about this would cost a few hundred dollars. This stopped at 7:15.

The next Board Education will be based around board members who attend training in Mitchellville reporting out on what was discussed.

VIII. Agenda Items

1. Review Tier Standard Section 1: Library Governance- The board has written bylaws, decides on budgeting for the library, it meets no fewer than 10 times per year, and it reviews key policies at least every three years. All members should get 3-5 hours of training per year. The library receives funding from the city and the state government for rural patrons.
2. Review Unattended Child Policy- current rule is for children 6-7 must be watched for a supervisor 14 years or older. A suggestion was made to allow children being dropped for library programming to be unsupervised.
3. Discuss plans for establishing a library foundation- With the city planning meeting in November, this will be tabled for future meetings. The idea was given to find other nearby libraries that have foundations to see some basic logistics such as how many members they have on boards and how often they meet. This will be checked as the director goes to Polk County meeting. Going to visit the Grimes library construction site and meet with their director.
4. Discuss the possibility of using money from our Trust account to offset the cost of installing a study pod. There is currently about $11,000 in trust account. The friends group has committed to spending $5,000-$6,000. The cost for the pod is about $35,000 one year ago. Friends group is reaching out to other sources such as Mid-American energy to donate money to offset the cost. Director went to Ames to see their study pod at a cost of around $50,000. A smaller pod is possible due to funding, but smaller ones aren’t handicap accessible due to an inch lip on the edge and is smaller, about the size of a restaurant booth. This money in the past has been used for features such as setting up Libby app and buying STEM backpacks. The money for this grant was originally $20,000 and still has half of it available for use 5 years late, so the director feels like it has been used sparingly as needed. The timeframe for this is that it has to be spend by May. To access this money, it must be voted on by the board. This is a highly requested item/space consistently.
5. Present [FY23 State Report](https://drive.google.com/file/d/14eICEAi8DCMloNDgMU9lmnj6SbrVHuqZ/view?usp=sharing)- Physical items is less than previous year largely due to lacking shelf space and needing to weed titles. Increases were seen on things like children’s book and adult circulation. Books on CD saw a drastic decrease by almost 40%. Hotspots also saw a large increase. Patrons increased by 6% and people coming into the building was up 13%. For programming numbers, they re down by large percentages due to lack of a children’s librarian until late 2022. The state does not count programs where there is not a library staff person providing instruction as a program where you can count participation. This also does not count programs at Luana Bank Community Bank because children and parents did not come into the building, which impacts numbers where over 750 people attended those types of programs.
6. Approve Resolution 2024-02L authorizing the purchase of a Kyocera TASKalpha 2554ci printer with processor, finisher & stand in the amount of $4,722.28 or to enter a 60-month [lease agreement](https://docs.google.com/document/d/1xkwR-_03HcZ_we0hecYkycivviN99W6EmREmsSMB_y0/edit?usp=sharing) with Banleaco for the same machine for $109.03/month. Justin made a motion to purchase instead of lease. Rod seconded. Discussion commenced. There are two copy/printers available in the library. The one by the patron computers is leased, the one by the front door is purchased outright. The purchased one was bought used and has been in place for six years. The director has been told if anything breaks, it can’t be serviced due to parts not being made anymore. With purchase, the ink shows up and is not purchased separately with either decision. The library consistently goes over for copies. The cost per copy over the allotment given to the library will be half of what it currently is. This would lead to a reduction in quarterly bills overall for copies, which is around $200 per quarter. That savings would be in place for either renting or purchase. It does come with a warranty. The price shown includes a $500 charge for a finisher that does the stapling and folding for packets. This will save a lot of time on staff. The only benefit for leasing is not having the expense all at once. The director stated funding the machine is not an issue. Motion passed unanimously.
7. Approve closing the library on Friday, October 6 from 12:00-1:30 for city lunch chili cook off. Sarah motioned to approve and Rod seconded. Motion passes.
8. Approve closing the library on Saturday, December 23, 2023. Rod motioned to approve. Sarah seconded. Saturdays are typically the slowest day of the week. On previous years when this has happened on the calendar, the building has been closed. The last time this was on a Saturday, 11 patrons came. Motion passed.

Director Noack went over the contract. The Polk County Board of Supervisors will ideally review this contract at a meeting in August.

Additional Board Education starting at 7:50pm

Grant Opportunities Through Prairie Meadows

Deadline for grants previous year was February 24th

Prairie Meadows [Community Betterment Grant](https://www.prairiemeadows.com/filesimages/Community%20Relations/Grants/2023%20CBG%20Program%20Guidelines.pdf)

$100-$99,999

Library fits the criteria of education, must be non-profit status

Have given grants to Norwalk library, Des Moines Library, Johnston Library

Prairie Meadows [Legacy Grant Program](https://www.prairiemeadows.com/filesimages/Community%20Relations/Grants/2023%20Legacy%20Grant%20Program%20Guidelines.pdf)

$100,000-$1 million

Not available to apply if doing community betterment

Must have secured 50% of funding for project, grant cannot be for more than 25%

Would be good to apply for in middle stages, not initial

Des Moines Library received $1 million, only library listed as being awarded

[Polk County Community Grants](https://communitygrants.polkcountyiowa.gov/ProgramInformation)

Several libraries received a few thousand dollar grants- Des Moines, Bondurant

[Iowa Economic Development Authority](https://www.iowaeda.com/cdbg/community-facilities/)- administers federal community block grants

Projects must primarily benefit low and moderate income people

Based on population, Polk City could apply for up to $600,000

[Iowa Public Library Grant Program Through the Carver Trust](https://www.carvertrust.org/guidelines/carver-iowa-public-library-grant-award-program/)

Up to $80,000 available on a grant specifically for building costs

[Ankeny Community Library Friends Page](https://friendsoftheankenylibrary.org/)

IX. Adjourn – Sarah made the motion to approve adjournment and Rod seconded. Motion passed unanimously.

Next Meeting October 2nd at 6:30 pm

*Mission Statement: The Polk City Community Library provides a place where all can meet, learn, and grow.*