

Agenda  
Notice of Meeting  
Polk City | City Council  
\*\*\*\*\*  
September 23, 2019 | 6:00 pm  
City Hall | Council Chambers  
Broadcast live at <https://polkcityia.gov/page/LiveStream>  
\*\*\*\*\*

Tentative Meeting Agenda  
Jason Morse | Mayor  
Jeff Walters | Pro Tem

City Council Members: David Dvorak | Mandy Vogel | Ron Anderson | Rob Sarchet

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Swear-in Ceremony – City Manager Chelsea Huisman**
- 5. Presentation: Polk County Update – Supervisor Brownell**
- 6. Public Comments:** This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please come to the podium and state your name and address for the record. You are requested to keep your comments to five minutes.
- 7. Consent Items**
  - a. City Council Meeting Minutes for September 10, 2019
  - b. Claims listing dated September 23, 2019
  - c. Finance Report for August 2019
  - d. Receive and file the Board of Adjustment Meeting Minutes for September 6, 2019
  - e. Receive and file the Library Board Meeting Minutes for August 5, 2019
  - f. Receive and file the August 2019 Library Stats Report
  - g. Receive and file the August 2019 Library Director Report
  - h. Receive and file Library Resolution 2019-02L authorizing the expenditure of up to \$2,500 from the Polk City Community Library Trust
  - i. Receive and file Library Reconsideration Policy
  - j. Receive and file Library Registered Sex Offender Policy
  - k. Receive and file 2019 Iowa Public Library General Information Form for FY 18/19
  - l. Receive and file FY 18/19 Library Annual Report
  - m. Accept Firefighter/EMT Josh Mamonoas resignation effective September 12, 2019
  - n. Approve part-time pay rate adjustment for Firefighter James Gathercole from \$18.16 per hour to \$18.74 effective August 12, 2019
  - o. Approve Joel Sowieja to hunt the property at 1601 W. Washington, Polk City, Iowa, according to the Urban Deer Hunting Program
- 8. Business Items**
  - a. Second Reading Ordinance 2019-1400 amending Chapter 65, Stop or Yield Required and amending Chapter 69, Parking Regulations
- 9. Reports & Particulars**

Mayor, Council, City Manager, Staff, Boards, and/or Commissions

**10. Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session;** sub paragraph 1.c. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

**11. (Optional)** Take action on closed session items

**12. Adjournment**

*--next meeting date October 14, 2019*

**MEETING MINUTES**  
**The City of Polk City**  
**City Council Meeting**  
**6:00 p.m., Tuesday, September 10, 2019**  
**City Hall**

Polk City, City Council held a meeting at 6:00 p.m., on September 10, 2019. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Mayor Morse called the meeting to order at 6:00 p.m.

2. **Roll Call** | Dvorak, Vogel, Walters, Anderson, Sarchet | In attendance

3. **Approval of Agenda- Mayor corrected item 7.a.ii. rezoning from R-2 to C-1**

**MOTION:** A motion was made by Walters and seconded by Sarchet to approve the meeting agenda

**MOTION CARRIED UNANIMOUSLY**

4. **Recognition of Firefighter/EMT Ryan Bristle** | Fire Chief Jim Mitchell honored Bristle with a distinguished service award on behalf of the city for his time spent training and completing the education requirements for certification to be on the Wildland Fire Fighter Team. Bristle's team was deployed for three weeks in Alaska fighting fires on the ground.

5. **Public Comments**

Bonne Doron, 1260 W Broadway Street, spoke to raise her concerns regarding the use of fireworks in Polk City.

Mary Beth Baker-Conrad, 613 Lincoln Street, shared her concerns with current firework laws in Polk City.

6. **Consent Items**

**MOTION:** A motion was made by Walters and seconded by Dvorak to approve the consent agenda items

- a. City Council Meeting Minutes for August 26, 2019
- b. Receive and file the Parks Commission Meeting Minutes for September 3, 2019
- c. Claims listing dated September 10, 2019
- d. Promote Senior Firefighter/EMT Ryan Moore to Lieutenant at a part-time pay rate of \$15.58 per hour and paid-on-call wage of \$14.35 per hour with a \$75 monthly stipend
- e. Hire EMT/Firefighter Joseph Mitchell at a part-time pay rate of \$14.21 per hour and paid-on-call wage of \$13.33 per hour
- f. Agreement between PCFD and North Polk Community School District for emergency medical services beginning August 1, 2019 and ending July 31, 2020
- g. Accept resignation of Jeremy Rosenau and Joel Sowiega from PCFD effective immediately
- h. Receive and file the August 2019 Water Report
- i. Temporary Site Plan application for Lost Lake Drive Block Party September 14, 2019 from noon-11pm
- j. Resolution 2019-85 appointing Chelsey Huisman as Polk City's Representative to Metro Planning Organization (MPO) Transportation Technical Committee
- k. Resolution 2019-86 appointing Chelsey Huisman as Polk City's Representative Wastewater Reclamation Authority

**MOTION:** A motion was made by Walters and seconded by Dvorak to approve the Consent Items

**MOTION CARRIED UNANIMOUSLY**

7. **Business Items**

a. 301 Walnut Street

- i. **MOTION:** A motion was made by Vogel and seconded by Anderson to move the third reading of Ordinance 2019-700 from October 14, 2019 to September 10, 2019 as requested by the property owner

**MOTION CARRIED UNANIMOUSLY**

- ii. **MOTION:** A motion was made by Anderson and seconded by Vogel to approve the final reading of Ordinance 2019-700 approving rezoning of 301 Walnut Street from R-2 to C-1

**MOTION CARRIED UNANIMOUSLY**

- b. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve Resolution 2019-87 approving Pay App No 10 (Sub-Final with retainage held) in the amount of \$0.00 and providing for liquidated damages in the amount of \$3000.00 as a deduction to the contract and acceptance of the Davis Street Reconstruction Project  
**MOTION CARRIED UNANIMOUSLY**
- c. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2019-88 approving East Grimes Street and Deer Haven Street Intersection Repairs Project Pay App No. 1 in the amount of \$38,432.53  
**MOTION CARRIED UNANIMOUSLY**
- d. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2019-89 accepting the 2018 Polk City Park Improvements  
**MOTION CARRIED UNANIMOUSLY**
- e. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve the first reading of Ordinance 2019-1400 amending Chapter 65, Stop or Yield Required and amending Chapter 69, Parking Regulations  
**MOTION CARRIED UNANIMOUSLY**
- f. **MOTION:** A motion was made by Walters and seconded by Dvorak to approve the final reading of Ordinance 2019-1000 repealing Chapter 9; Urban Revitalization Plan  
**MOTION CARRIED UNANIMOUSLY**
- g. **MOTION:** A motion was made by Anderson and seconded by Sarchet to approve Snyder & Associates invoices for July 2019 in the amount of \$52,119.87  
**YES: Sarchet, Dvorak, Vogel, Anderson**  
**ABSTAIN: Walters**  
**MOTION CARRIED**

**8. Reports & Particulars | Mayor, Council, City Administrator, Staff, Boards, and/or Commissions**

- Mayor Morse thanked City Staff, Public Works, Fire, Police, Brigett and everyone that make RVTV a fun event. Despite the weather the event went on and Channel 13 staff was very complimentary of Polk City tenacity.
- PCCEDC, Brigett DeVos shared some of Channel 13 Staff feedback that showed the whole community was involved and the event was well thought out and well put together. Hoping Channel 13 is serious about giving Polk City a redo in two years
- Council Member Sarchet told Brigett she did an outstanding job with RVTV. He joked Polk City should be protected the next ten years from bad weather during outdoor events. He said it was very neat and good to have the notoriety plus enjoyable to see the square used for neighbors getting together and thanked Brigett for spearheading it. Sarchet reported Airbnb and VRBO was discussed at the last MAC meeting and they are working on a model ordinance for cities to use. He said Capital Crossroads presented their water studies and discussed the \$88 million downtown project for kayak and other recreational access points to use and they will be holding a ribbon cutting in Johnston. Sarchet brought up adding something to the next Park Committee Agenda for a discussion with Council but nothing was confirmed.
- Council Member Anderson thanked Public Works for a fantastic job setting up and tearing down for the RVTV event. He thanked volunteers for keeping things going and offered a special thanks to Mayor Morse for getting the school involved. Anderson thought it was a very successful event.
- Council Member Dvorak said RVTV was an awesome event that he and his family enjoyed despite the rain. He felt there was a lot of buzz in the air. He shared a text he received giving a shout out to the PD for Chief Kendig and Lt. Siepker taking the time to pose for a photo. The text went on to say that Polk City is lucky to have such competent and engaging members on the PD. He shared his deepest thanks and Dvorak thanked Chief for being visible because it goes unsaid how much it makes a difference in the community.
- Council Member Vogel told Brigett she did a fabulous job as did staff and volunteers. She thanked the residents and said they did a great job coming out and braving the elements to make RVTV a great event despite the rain. She felt it was a great time and amazing to see everyone come together to represent Polk City so well. Vogel reminded everyone to take the Library Survey to help with future planning as part of the accreditation process that is very big for the city.
- Council Member Walters said the Library Survey only takes 2-3 minutes and it is filled with great information and will be a great resource as the Library moves forward. He thanked Brigett and all the volunteers for planning and carrying out the RVTV event. Polk City displayed their resilience through the many rainstorms and how hard everyone worked to get the square looking great again after the event.
- Interim City Administrator Sandor shared that his assignment will be ending after the meeting and he thanked Mayor, Council and Staff for allowing him to serve Polk city these past few months. He said there is a promising future in Polk City, and he is pleased to be a part of it.

- Mayor Morse presented Sandor with a parting gift of a clock plaque engraved with the words: thank you for the time you invested in Polk City. Mayor thanked Sandor for everything and reminded him that he still has his number.

9. **MOTION:** A motion was made by Waters and seconded by Vogel at 6:36 p.m. to enter into **Closed Session** under Code of Iowa; Chapter 21 Official Meetings open to Public; **section 5 Closed Session;** sub paragraph 1.j To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and the audio recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed

**YES:** Vogel, Walters, Anderson, Sarchet, Dvorak

**MOTION CARRIED UNANIMOUSLY**

10. (AFTER CLOSED SESSION ENDED AT 7:35 p.m.) **Adjournment**

**MOTION:** A motion was made by Anderson and seconded by Dvorak to adjourn at 7:36 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date* – Monday, September 23, 2019 at 6:00 p.m.

Attest

\_\_\_\_\_  
Jenny Gibbons, City Clerk

\_\_\_\_\_  
Jason Morse, Mayor

# CLAIMS REPORT

The City of Polk City

For **9/23/2019**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
PW	ALL	MENDARD'S	SUPPLIES	\$2,453.25
PD	GENERAL	WEX	FUEL	\$1,749.50
PD	GENERAL	UPHDM OCCUPATIONAL MEDICINE	MATTHEW ASWEGAN	\$395.00
PD	GENERAL	TRACE KENDIG	MILEAGE	\$29.00
PD	GENERAL	AMERICAN HOME SERVICES	A/C CHECK	\$75.00
PD	GENERAL	GRANGER MOTORS	OIL AND FILTER CHANGE	\$47.76
PD	GENERAL	NELSON AUTOMOTIVE	REPAIR PARTS	\$41.77
PD	GENERAL	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$382.13
PD	GENERAL	AUREON TECHNOLOGY	PHONE SERVICE	\$224.40
PD	GENERAL	JEREMY SIEPKER	CELL PHONE REIMBURSEMENT	\$40.00
PD	GENERAL	TRACE KENDIG	CELL PHONE REIMBURSEMENT	\$40.00
PD	GENERAL	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$38.90
PD	GENERAL	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$112.25
FD	GENERAL	P & M APPAREL	UNIFORM HATS	\$822.00
FD	GENERAL	METRO WASTE AUTHORITY	HAZARDOUS WASTE REMOVAL	\$200.97
FD	GENERAL	RACOM	REPAIR MOBILE RADIO	\$131.25
FD	GENERAL	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$382.14
FD	GENERAL	AUREON TECHNOLOGY	PHONE SERVICE	\$138.31
FD	GENERAL	JIM MITCHELL	CELL PHONE REIMBURSEMENT	\$40.00
FD	GENERAL	RACOM	EDACS ACCESS	\$654.39
FD	GENERAL	AUREON TECHNOLOGY	PHONE SERVICE	\$224.40
FD	GENERAL	EMPLOYEE FAMILY RESOURCES	LEADERSHIP	\$350.00
FD	GENERAL	440-PRAXAIR DISTR. INC.	OXYGEN	\$325.59
FD	GENERAL	Bound Tree Medical	MEDICAL SUPPLIES	\$87.00
FD	GENERAL	WEX	FUEL	\$778.23
STREETS	GENERAL	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$3,949.54
STREETS	GENERAL	MIDLAND POWER CO-OP	STREET LIGHTING	\$222.92
LIB	GENERAL	AMERICAN HOME SERVICES	A/C CHECK	\$225.00
LIB	GENERAL	CENTURY LINK	PHONE SERVICE	\$385.84
LIB	GENERAL	CLEANING CONNECTION INC	SEPTEMBER JANITORIAL	\$398.92
LIB	GENERAL	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$512.59
LIB	GENERAL	BRITTANY BURK	PROGRAM SUPPLIES	\$59.86
LIB	GENERAL	FAREWAY	AUGUST BALANCE	\$5.00
LIB	GENERAL	MICROMARKETING, LLC	BOOKS ON CD	\$71.98
LIB	GENERAL	CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$42.54
LIB	GENERAL	DEMCO INC.	LIBRARY SUPPLIES	\$410.62
LIB	GENERAL	BAKER & TAYLOR	JF BOOKS	\$275.15
LIB	GENERAL	BRITTANY BURK	SIGN MATERIALS	\$20.75
PARKS	GENERAL	AMERICAN HOME SERVICES	A/C CHECK	\$75.00
PARKS	GENERAL	Electrical Eng & Equipment Co	ELECTRICAL SUPPLIES	\$424.69
PARKS	GENERAL	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$110.77
PARKS	GENERAL	ACCUJET LLC	JET/VAC SPORTS COMPLEX	\$582.78
PARKS	GENERAL	Central Pump & Motor	SERVICE CALL - LIFT STATION	\$350.00
PARKS	GENERAL	Electrical Eng & Equipment Co	ELECTRICAL SUPPLIES	\$424.69
PARKS	GENERAL	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$120.20
PARKS	GENERAL	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$362.52
PARKS	GENERAL	MOWBILITY SALES & SERVICE	SAW CHAIN	\$52.11
PW	GENERAL	AMERICAN HOME SERVICES	A/C CHECK	\$150.00
PW	GENERAL	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$10.35
PW	GENERAL	ANKENY HARDWARE	KEYS - COMMUNITY CENTER	\$44.82
CH	GENERAL	CHELSEA HUISMAN	MOVING EXPENSES	\$6,766.79
CH	GENERAL	DONALD SANDOR	MILEAGE 4/19-9/19	\$93.96
CH	GENERAL	JENNY GIBBONS	MILEAGE - ELECTION PAPERS	\$19.14
CH	GENERAL	BUSINESS PUBLICATIONS CORP	BUSINESS RECORD	\$788.74
CH	GENERAL	AUREON TECHNOLOGY	PROACTIVE CARE	\$3,703.14
CH	GENERAL	AMERICAN HOME SERVICES	A/C CHECK	\$225.00
CH	GENERAL	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$389.88
CH	GENERAL	MIDLAND POWER CO-OP	STREET LIGHTING	\$231.48
CH	GENERAL	AUREON TECHNOLOGY	PHONE SERVICE	\$343.20
CH	GENERAL	CENTURY LINK	PHONE SERVICE	\$46.14
CH	GENERAL	LINDSEY HUBER	CELL PHONE REIMBURSEMENT	\$40.00
CH	GENERAL	BRAVO GREATER DES MOINES	HOTEL MOTEL TAX	\$2,570.88

# CLAIMS REPORT

The City of Polk City

For **9/23/2019**

DEPARTMENT	FUND	VENDOR	EXPENSE TYPE	AMOUNT
CH	GENERAL	GREATER DES MOINES CONVENTION	HOTEL MOTEL TAX DISTRIBUTION	\$2,570.88
CH	GENERAL	NORTH POLK POST PROM	POST PROM DONATION	\$500.00
CH	GENERAL	CAROL THORNBURG	GYM MEMBERSHIP	\$180.00
CH	GENERAL	Crystal Clear Water Co	PURCHASED WATER	\$16.00
CH	GENERAL	MMIT BUSINESS SOLUTIONS GROUP	EQUIPMENT	\$90.90
PW	RUT	SCOTT'S AUTOGLASS	VEHICLE REPAIRS	\$250.00
PW	RUT	CAPITAL CITY EQUIPMENT CO.	HARNESS	\$196.62
PW	RUT	HQI HYDRAULICS	COUPLER FOR CLAW BUCKET	\$99.01
PW	RUT	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$96.98
PW	RUT	CENTURY LINK	PHONE SERVICE	\$109.79
PW	RUT	IOWA PLAINS SIGNING INC	SIGNS	\$1,900.00
PW	RUT	ANKENY SANITATION	TRASH SERVICE	\$544.18
PW	RUT	WEX	FUEL	\$902.01
PW	RUT	MUNICIPAL SUPPLY CO.	MAINTENANCE SUPPLIES	\$185.00
PW	WATER	ARDICK EQUIPMENT CO.	SIGNS	\$2,501.20
PW	WATER	Franzen Randy	CLOTHING	\$261.07
PW	WATER	Ferguson Waterworks	EQUIPMENT REPAIRS	\$925.00
PW	WATER	Sprayer Specialities Inc	GAUGE FOR WELLS	\$62.31
PW	WATER	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$1,616.19
PW	WATER	CENTURY LINK	PHONE SERVICE	\$61.04
PW	WATER	Des Moines Water Works	PURCHASED WATER	\$8,267.18
PW	WATER	HACH COMPANY	WATER DEPARTMENT SUPPLIES	\$257.26
PW	WATER	KEYSTONE LABORATORIES INC.	WATER TESTING	\$295.00
PW	WATER	CORE AND MAIN	GASKET	\$38.16
PW	WATER	Ferguson Waterworks	EQUIPMENT REPAIRS	\$8,199.47
PW	WATER	CORE AND MAIN	SERVICE LINE	\$836.92
CH	WATER	TODD SIEFERT	WATER DEPOSIT REIMBURSEMENT	\$15.12
CH	WATER	LINDSAY STRUCHEN	WATER DEPOSIT REIMBURSEMENT	\$18.46
CH	WATER	ELIZABETH LUCAS	WATER DEPOSIT REIMBURSEMENT	\$71.21
CH	WATER	RUTH DOWN	WATER DEPOSIT REIMBURSEMENT	\$35.71
CH	WATER	CATHY LEWIS	WATER DEPOSIT REIMBURSEMENT	\$87.45
CH	WATER	CORY CURTIS & BRANDIE SELSOR	WATER DEPOSIT REIMBURSEMENT	\$57.97
PW	WATER	PITNEY BOWES	POSTAGE	\$750.00
PW	SEWER	Ferguson Waterworks	EQUIPMENT REPAIRS	\$925.00
PW	SEWER	AMERICAN HOME SERVICES	A/C CHECK	\$75.00
PW	SEWER	ARDICK EQUIPMENT CO.	SIGNS	\$213.60
PW	SEWER	CAPITAL CITY EQUIPMENT CO.	HARNESS	\$196.64
PW	SEWER	MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$1,914.55
PW	SEWER	CENTURY LINK	PHONE SERVICE	\$278.37
PW	SEWER	MIDWEST OFFICE TECHNOLOGY	COPIER RENTAL	\$44.00
PW	SEWER	PITNEY BOWES	POSTAGE	\$750.00
<b>TOTAL</b>				<b>\$70,665.48</b>
		GENERAL		\$37,628.01
		ROAD USE		\$4,283.59
		WATER		\$24,356.72
		SEWER		\$4,397.16
		<b>TOTAL</b>		<b>\$70,665.48</b>



**POLK CITY** - A City For All Seasons -

# **Monthly Finance Report**

## **August 31, 2019**



**City of Polk City**  
**Cash and Investment Reconciliation**  
**All Funds**  
**08/31/2019**

<b>Cash Basis Fund Balances</b>	<b><u>\$ 9,299,161.57</u></b>
Investments	\$ 4,652,833.61
Grinnell State Bank Business Checking- 0.60%	4,758,245.79
<b>Outstanding Transactions</b>	<u>(111,917.83)</u>
<b>Total</b>	<b><u>\$9,299,161.57</u></b>

**Summary of Investments**

Luana Savings Bank Money Market- 1.81%	\$ 1,621,037.43
Luana Savings Bank Certificate of Deposit- 1.85%	\$ 1,527,878.34
Grinnell State Bank Certificate of Deposit- 2.25%	1,056,367.20
Grinnell State Bank Business Money Market- 1.46%	447,546.64
IPAIT Investment Account	<u>4.00</u>
	<b>\$ 4,652,833.61</b>

**City of Polk City  
Cash Balance Summary  
08/31/2019**

<b>Fund</b>	<b>Cash Balance July 31, 2019</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Cash Balance August 31, 2019</b>
General Fund	\$ 4,104,233.25	\$ 109,040.49	\$ 337,072.07	\$ 3,876,201.67
Road Use Tax	96,201.32	49,391.04	22,928.75	\$ 122,663.61
Tax Increment Financing	118,556.89	937.88	-	\$ 119,494.77
Low Moderate Income	1,577,367.43	1,059.07	-	\$ 1,578,426.50
PC Comm. Lib Trust	15,847.55	-	379.93	\$ 15,467.62
Asset Forfeiture	5,682.50	-	-	\$ 5,682.50
Debt Service	17,445.07	822.80	-	\$ 18,267.87
Capital Improvements	44,662.72	-	199,149.68	\$ (154,486.96)
Capital Projects Water Project	2,238,460.40	-	-	\$ 2,238,460.40
Water Utility	648,763.74	156,671.53	110,055.30	\$ 695,379.97
Sewer Utility	854,353.14	116,435.43	187,188.95	\$ 783,599.62
<b>Total</b>	<b>\$ 9,721,574.01</b>	<b>\$ 434,358.24</b>	<b>\$ 856,774.68</b>	<b>\$ 9,299,161.57</b>

**City of Polk City  
Revenue Summary by Fund  
08/31/2019**

<b>Fund</b>	<b>2015-16 Actual</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Budget</b>	<b>As of August 31, 2019</b>	<b>Variance</b>	<b>Percent <sup>(1)</sup></b>
<b>General Total</b>	5,669,696.18	5,335,202.89	4,650,658.30	5,113,862.08	3,669,338.00	298,878.10	(3,370,459.90)	8%
<b>Road Use Total</b>	422,393.91	425,317.38	436,103.13	455,806.80	440,000.00	84,674.16	(355,325.84)	19%
<b>TIF Total</b>	361,874.17	205,235.86	300,221.00	342,324.53	336,600.00	2,107.04	(334,492.96)	1%
<b>L.M.I Total</b>	15,431.41	55,242.83	70,839.08	90,698.75	85,651.00	2,222.16	(83,428.84)	3%
<b>PC Comm. Library Trust</b>	-	0.00	20,000.00	0.00	0.00	0.00	-	0%
<b>Asset Forfeiture Total</b>	0.00	610.00	0.00	4,726.00	0.00	699.00	699.00	0%
<b>Debt Service Total</b>	271,892.45	137,160.00	136,215.00	321,958.32	357,587.00	1,936.12	(355,650.88)	1%
<b>Capital Improvements Total</b>	2,334,810.55	908,704.56	1,128,651.95	1,470,705.00	759,793.00	50,157.30	(709,635.70)	7%
<b>Capital Water Project</b>	-	0.00	60,000.00	2,961,568.80	0.00	0.00	-	0%
<b>Water Total</b>	611,146.22	788,088.93	954,955.00	1,044,825.56	1,040,000.00	265,522.61	(774,477.39)	26%
<b>Sewer Total</b>	639,078.61	761,007.40	870,631.50	1,329,223.39	1,224,000.00	234,852.82	(989,147.18)	19%
<b>Total Of All Revenues</b>	<b>10,326,323.50</b>	<b>8,616,569.85</b>	<b>8,628,274.96</b>	<b>13,135,699.23</b>	<b>7,912,969.00</b>	<b>941,049.31</b>	<b>(6,971,919.69)</b>	<b>12%</b>

(1) August is 16.6% of the fiscal year

**City of Polk City  
Expenditures Report  
08/31/19**

<b>Account Title</b>	<b>2015-16 Actual</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Budget</b>	<b>As of August 31, 2019</b>	<b>Variance</b>	<b>Percent (1)</b>
Police Total	643,613.46	728,089.33	751,430.58	788,543.47	869,037.00	201,684.42	667,352.58	25.58%
Civil Defense Total	6,435.51	7,180.70	4,009.83	4,547.16	15,400.00	268.34	15,131.66	5.90%
Fire Total	465,724.29	456,504.44	479,940.15	759,900.23	701,080.00	101,051.25	600,028.75	13.30%
Building/Housing Total	327,498.79	461,270.52	423,623.74	389,606.92	376,892.00	97,015.21	279,876.79	24.90%
Dog Control Total	312.48	603.70	1,438.29	1,133.84	2,000.00	0.00	2,000.00	0.00%
Road Use Total	149,997.73	154,726.93	102,308.96	104,196.78	146,484.00	30,895.90	115,588.10	29.65%
Street Lighting Total	60,371.53	55,632.71	52,756.68	49,599.49	60,000.00	8,650.14	51,349.86	17.44%
Other Public Works (Theft)	16,455.60	-	0.00		0.00	0.00	0.00	0.00%
Env.Health Services Total	111.40	3,627.80	246.25	4,433.30	15,000.00	0.00	15,000.00	0.00%
Library Total	265,792.84	240,329.49	273,480.58	277,882.31	306,050.00	58,651.89	247,398.11	21.11%
Parks Total	223,617.65	316,853.97	366,446.16	510,507.92	275,968.00	84,652.88	191,315.12	16.58%
Community Center Total	12,302.68	9,948.52	10,034.75	9,938.38	11,000.00	3,173.97	7,826.03	31.94%
Economic Development Total	125,000.00	-	0.00		0.00		0.00	0.00%
Mayor Council Total	203,903.88	206,759.19	218,058.58	281,953.87	98,636.00	9,299.36	89,336.64	3.30%
Policy Administration	413,582.81	449,960.55	383,042.40	364,360.76	218,812.00	67,404.70	151,407.30	18.50%
Elections	1,601.70	-	0.00	0.00	2,000.00	0.00	2,000.00	0.00%
City Attorney Total	60,882.41	58,341.69	42,445.52	74,120.21	51,000.00	10,557.00	40,443.00	14.24%
City Hall Total	107,208.09	145,468.76	120,905.77	220,165.77	113,300.00	18,514.36	94,785.64	8.41%
Other City Government Total	60,858.86	69,790.51	195,182.76	179,202.99	187,000.00	16,925.98	170,074.02	9.45%
Capital Improvements	-	-	500,000.00		0.00		0.00	0.00%
Transfer Total	2,606,703.00	1,032,160.00	1,260,230.68	910,912.00	200,000.00	0.00	200,000.00	0.00%
<b>General Total</b>	<b>5,751,974.71</b>	<b>4,397,248.81</b>	<b>5,185,581.68</b>	<b>4,931,005.40</b>	<b>3,649,659.00</b>	<b>708,745.40</b>	<b>2,940,913.60</b>	<b>11.44%</b>
<b>Road Use Total</b>	<b>347,488.01</b>	<b>294,350.76</b>	<b>674,279.15</b>	<b>480,083.12</b>	<b>499,693.00</b>	<b>85,151.94</b>	<b>414,541.06</b>	<b>17.04%</b>
<b>TIF Total</b>	<b>359,125.48</b>	<b>206,347.94</b>	<b>243,221.00</b>	<b>284,984.91</b>	<b>336,600.00</b>	<b>0.00</b>	<b>336,600.00</b>	<b>0.00%</b>
<b>L.M.I Total</b>	<b>6,745.00</b>	<b>-</b>	<b>7,294.00</b>	<b>27,512.00</b>	<b>36,000.00</b>	<b>0.00</b>	<b>36,000.00</b>	<b>0.00%</b>
<b>PC Comm. Lib Trust Fund Total</b>				<b>4,152.45</b>	<b>5,000.00</b>	<b>379.93</b>	<b>4,620.07</b>	<b>7.60%</b>
<b>Asset Forfeiture Total</b>	<b>0.00</b>	<b>152.50</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Debt Service Total</b>	<b>137,395.00</b>	<b>137,160.00</b>	<b>136,215.00</b>	<b>305,626.57</b>	<b>341,080.00</b>	<b>0.00</b>	<b>341,080.00</b>	<b>0.00%</b>
<b>Capital Improvements Total</b>	<b>1,450,384.16</b>	<b>945,265.38</b>	<b>1,129,054.79</b>	<b>1,470,704.58</b>	<b>759,793.00</b>	<b>204,644.68</b>	<b>555,148.32</b>	<b>26.93%</b>
<b>Capital Water Project Total</b>				<b>783,108.40</b>	<b>500,000.00</b>	<b>0.00</b>	<b>500,000.00</b>	<b>0.00%</b>
<b>Water Total</b>	<b>676,504.07</b>	<b>611,971.91</b>	<b>919,479.44</b>	<b>698,762.78</b>	<b>1,047,142.00</b>	<b>210,192.33</b>	<b>836,949.67</b>	<b>20.07%</b>
<b>Sewer Total</b>	<b>614,973.35</b>	<b>514,735.07</b>	<b>619,795.77</b>	<b>1,168,242.69</b>	<b>1,503,962.00</b>	<b>288,671.62</b>	<b>1,215,290.38</b>	<b>19.19%</b>
<b>Total Of All Expenses</b>	<b>9,344,589.78</b>	<b>7,107,079.87</b>	<b>8,914,920.83</b>	<b>10,154,382.90</b>	<b>8,678,929.00</b>	<b>1,497,785.90</b>	<b>7,181,143.10</b>	<b>17.26%</b>

(1) August is 16.6% of the fiscal year

**City of Polk City**  
**Summary of Funds for Fiscal Year**  
**08/31/19**

	Revenues	Expenses	Net Difference (R-E)	Note
<b>General Total</b>	\$298,878.10	\$708,745.40	(\$409,867.30)	
<b>Road Use Total</b>	\$84,674.16	\$85,151.94	(\$477.78)	
<b>TIF Total</b>	\$2,107.04	\$0.00	\$2,107.04	
<b>L.M.I Total</b>	\$2,222.16	\$0.00	\$2,222.16	
<b>PC Library Trust Fund Total</b>	\$0.00	\$379.93	(\$379.93)	
<b>Asset Forfeiture Total</b>	\$699.00	\$0.00	\$699.00	
<b>Debt Service Total</b>	\$1,936.12	\$0.00	\$1,936.12	
<b>Capital Improvements Total</b>	\$50,157.30	\$204,644.68	(\$154,487.38)	
<b>Capital Water Project Total</b>	\$0.00	\$0.00	\$0.00	
<b>Water Total</b>	\$265,522.61	\$210,192.33	\$55,330.28	
<b>Sewer Total</b>	\$234,852.82	\$288,671.62	(\$53,818.80)	
<b>Total</b>	<b><u>\$941,049.31</u></b>	<b><u>\$1,497,785.90</u></b>	<b><u>(\$556,736.59)</u></b>	

**MEETING MINUTES**  
**The City of Polk City**  
**Board of Adjustment**  
**2:00 p.m., Friday, September 6, 2019**  
**City Hall**

Polk City, Board of Adjustment (BOA) held a meeting at 2:00 p.m., on September 6, 2019. **These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Chair Capaldo called the meeting to order at 3:56 p.m.
2. **Roll Call** / Morse, Calhoun, Currie, Capaldo, Bakken, Deason | In attendance  
Bequeaith | Absent

3. **Beringer / 1110 Hansen Place**

Theodore Beringer described his proposal to increase the height of a 64-foot portion of the north backyard fence to 9-feet.

Don Faux of 440 E Timberline Dr and Steve Bieghler of 420 E Timberline Dr. were in attendance and spoke against Mr. Beringer plans unless they too could get a variance to increase the heights of their fences. Capaldo thanked Mr. Beringer for his introduction and said he appreciated the very thorough documentation that was submitted to the City. Deason questioned the noise level and Mrs. Sandra Bergquist-Beringer replied that the noise had been disruptive to her during the days working from home in the beginning, but the pool owner had been pretty good about the music lately. Mrs. Bergquist-Beringer said the location of the pool and deck has had an unintended effect, amplifying sounds. Capaldo asked if a 3-foot variance was enough? Mr. Beringer responded that he and his wife feel a 10-foot fence is too much. City Clerk, Gibbons, said the Building Inspectors have been onsite multiple times to review the pool and deck project as it was being built and have confirmed that the pool owner has meet all city codes. Morse stated granting a variance is a serious matter and asked the pool owner, Don Faux of 440 E Timberline Dr. if there would be any other options that he could take to avoid the need for a variance request. Mr. Faux indicated his frustration with the Beringer's request of a variance as the result of privacy issues when they are invading his privacy by photographing him and his family and their guests without their permission. Mr. Faux said he is not interested in spending any additional money to alleviate his neighbors' concerns and with the location of the pool and deck he wouldn't have a safe and structural way to support additional fencing around the pool that would be adequate without the need of a variance himself. Jenny Gibbons, City Clerk elaborated that the pool is above ground with only a deck along a portion of the pool, the remaining sides of the pool without a deck serve as the required barrier for a pool and that is why there wasn't a fence required all the way around the pool. Capaldo referenced Chapter 165 subsection that the necessity for a variance shall not be created by that property owner. Mr. Bieghler of 420 E Timberline Dr. asked that if the Board grants the Beringer's request for a variance then he and his neighbors should also be able to increase their fences height. Currie responded that each request is decided on case by case. Bakken referenced the requirement that a variance from the terms of the Zoning Ordinance should not be granted unless and until all eight of the criteria listed in the code are proven by being answered yes, without all eight he couldn't vote in favor of granting the variance. Deason said that the Beringer's circumstances are unique because of the rear yard abutting their side yard. Mrs. Bergquist-Beringer said yes that is the main issue, as the pool and deck set closer to their property line then it does to the pool owner's home.

**MOTION:** A motion was made by Calhoun and seconded by Deason to grant variance for a 3-foot extension to the 6-foot height of a 64-foot portion of the fence.

**YES: Deason, Morse, Calhoun, Currie, Capaldo**

**NO: Bakken**

**MOTION CARRIED**

4. **Adjournment**

**MOTION:** A motion was made by Calhoun and seconded by Currie to adjourn at 2:30 p.m.

**MOTION CARRIED UNANIMOUSLY**

**MINUTES FOR POLK CITY LIBRARY BOARD MEETING**  
**Polk City Community Library Meeting Room**  
**Monday, August 5, 2019 at 6:30 pm**

I. Call to Order - The meeting was called to order by President Lisa Mart at 6:30pm. Motion made by Mike Miller, Corey Hoodjer seconded motion. Motion passed unanimously.

II. Agenda Approval - Motion to approve the agenda by X, seconded by X. Motion passed unanimously.

Board Members Present: Lisa Mart, Angie Conley, Mike Miller, Corey Hoodjer

Board Members Absent: Sara Olson

Library Director Present: Jamie Noack

City Council Liaison Present: Mandy Vogel

Guests Present: None

III. Consent Items

1. Consider motion to approve the July Library Board Minutes
2. Consider motion to approve the June 2019 finance reports
  - a. History
  - b. Budget— discussed funds returned to the City. \$19,000 was refunded back. The amount given back to the City included insurance cost savings, utility cost difference since LED lights were replaced, some from the Trust which did not actually return to the City.

Motion to approve consent items made by Angie Conley, seconded by Mike Miller, passed unanimously.

IV. Communication from the Public: None

V. Director's report

2019 Summer Reading Program Summary – 495 children and 84 teens which was an increase of 100 participants from 2018's program. Youth programs had a total of 1704 participants vs 1470 last year. 114 adults finished which was an increase of 12 participants. Adult programs were well attended.

Internet outages in July caused disruptions in the Library. Library was closed part of one day, and remained open on another. Mi-Fiber has fiber cable to the building, maybe will be set up this week. Hopefully this will help reduce the interruptions.

Library will provide crafts on the Square during RVTV.

Cabinets from Re-Store for storage will be installed. They will go into the storage closet.

New library cards have been ordered and will be available this month. This will be available to new patrons, and current patrons who wish to update. Account numbers will change with the new cards.

Helping PCPD with Lights Out serving food tomorrow night.

Brittany and Jamie are working on putting together STEM kit orders this week. Brittany will attend a STEM training session.

Removing photography club from Polk City Library Programming. They will still use the Library Meeting Room. They have branched on their own, have a Facebook account, and have been acting on their own.

ISU after school programming scheduled for 5-6 weeks, and in January.

Story Time meeting times will be changed for the fall due to parent feedback.

Staff training – with Linda working full-time during the week makes this is hard to plan. Considering designating MLK Day as a staff training day. The Library takes one day annually for staff training.

2018 year-end – official report is not in, but overall circulation up 2300 patrons, offered 28 more programs with 700 more participants, computer/wi-fi usage is down

LIBRARY -JULY 2019 STATS SNAPSHOT	July 2018	July 2019	June 2019
Total Visitors	4,317	3,921	4,522
People Checking Out	494	632	618
Polk City Cardholders	429	544	546
Polk City Checkouts	4,542	5,588	5,810
Open Access Cardholders	44	44	35
Open Access Checkouts	519	558	578
Rural Cardholders	21	44	37
Rural Checkouts	221	528	441
Bridges E-book/Audiobook Checkouts	464	520	464
Outgoing ILL Books	23	20	23
Total Checkouts (incl. Bridges & Outgoing ILL)	5,769	7,214	7,316
Auto Renewals (began in September 2018)	NA	1,189	853
Total Checkouts (adjusted for auto-renewal)	5,769	6,025	6,463
Incoming ILL Books	16	38	28
Reserves Placed	218	167	283
Materials Added	270	182	262
Materials Withdrawn	504	22	75
New Cards Issued	31	33	52
Computer Users	82	86	80
WiFi Users (on site)	19	42	38
Reference Questions	227	122	175
AWE Station Usage	320	212	242
AWE Games Played	489	636	788
Adult Programs	18	20	24



Adult Program Attendance	115	275	207
Youth Programs	12	11	14
Youth Program Attendance	686	689	930
Tutoring	77	76	56
No. of Meeting Room Uses by Outside Groups	2	4	1
Patron Savings (physical materials only)	\$74,010	\$79,175	\$89,478
Blank Park Zoo Adventure Pass (\$44)	19	14	10
Science Center of Iowa Adventure Pass (\$44)	19	13	4
Living History Farms Adventure Pass (\$51)	9	8	10
Botanical Gardens Adventure Pass (\$34)	4	6	5
Brenton Skating Plaza (\$46.50)	NA	NA	NA
Des Moines Children's Museum (\$36)	NA	8	3
<b>TOTAL ADVENTURE PASS SAVINGS</b>	<b>\$2,178</b>	<b>\$2,088</b>	<b>\$1,404</b>
Summer Reading Signups (0-11)	426	495	491
Summer Reading Signups (12-18)	53	84	82
Adult Reading Participation	102	114	NA

#### VI. Liaison report

1. Chelsea Huisman from Center Point – appointed new Administrator will start in September 2019
2. Goal setting with priorities for forward-looking planning

#### VII. Board Education: set schedule for next year

Director Noack suggested each month, a Board Member watch a Webinar or other training and provide a summary to the rest of the Board. Each month determine who will take care of training for the following month.

#### VIII. Agenda Items

1. Approve Community survey and plans for dispersion  
PC Square, Facebook, Water bill,  
PCW – Corey Hoodjer  
Masons – Mike Miller  
Polk City Auxiliary & Legion – Lisa Mart  
PTA -  
PCDC/Polk City Chamber – Jamie Noack  
Kiwanis – Angie Conley  
Community Visionary – Corey Hoodjer
2. Set date for work session to develop and write the strategic plan
3. Removal of personnel committee – Iowa Code 212(h) – dissolve and appoint as needed.  
Motion made to approve by Corey Hoodjer, seconded by Mike Miller; motion passed unanimously.
4. Review and revise Registered Sex Offender Policy  
Motion made to approve by Corey Hoodjer, seconded by Mike Miller; motion passed unanimously.

5. Tier Standards-Review Section 8: Library Facility (pg. 23 of “In Service to Iowa”) – Director Noack reviewed these Standards – no action needed
6. Determine September meeting date in lieu of Labor Day and RVTV – Tuesday, September 10 at 6:30pm. October Board meeting will include a strategic plan work session.

IX. Adjournment – Mike Miller to move adjourn, Corey Hoodjer seconded-motion passed unanimously. Meeting adjourned at 7:20pm.

**Next Meeting September 10 at 6:30 PM**

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

LIBRARY -August 2019 STATS SNAPSHOT	August 2018	August 2019	July 2018
Total Visitors	2,536	2,688	3,921
People Checking Out	420	545	632
Polk City Cardholders	365	468	544
Polk City Checkouts	3,339	4,290	5,588
Open Access Cardholders	36	38	44
Open Access Checkouts	188	399	558
Rural Cardholders	19	39	44
Rural Checkouts	185	375	528
Bridges E-book/Audiobook Checkouts	495	541	520
Outgoing ILL Books	18	19	20
Total Checkouts (incl. Bridges & Outgoing ILL)	4,225	5,624	7,214
Auto Renewals (began in September 2018)	NA	1,046	1,189
Total Checkouts (adjusted for auto-renewal)	4,225	4,578	6,025
Incoming ILL Books	24	33	38
Reserves Placed	183	158	167
Materials Added	188	153	182
Materials Withdrawn	11	42	22
New Cards Issued	30	24	33
Computer Users	97	64	86
WiFi Users (on site)	54	58	42
Reference Questions	189	63	122
AWE Station Usage	215	154	212
AWE Games Played	272	388	636
Adult Programs	20	19	20
Adult Program Attendance	150	146	275
Youth Programs	2	1	11
Youth Program Attendance	124	15	689
Tutoring	27	43	76
No. of Meeting Room Uses by Outside Groups	3	2	4
Patron Savings (physical materials only)	\$53,748	\$59,104	\$79,175
Blank Park Zoo Adventure Pass (\$44)	12	10	14
Science Center of Iowa Adventure Pass (\$44)	15	12	13
Living History Farms Adventure Pass (\$51)	10	12	8
Botanical Gardens Adventure Pass (\$34)	7	3	6
Brenton Skating Plaza (\$46.50)			NA
Des Moines Children's Museum (\$36)		4	8
TOTAL ADVENTURE PASS SAVINGS	\$1,861	\$1,826	\$2,088
Summer Reading Signups (0-11)			
Summer Reading Signups (12-18)			
Adult Reading Participation			

# Library Director's Report

## August 2019

### Library Statistics:

- Circulation and library usage increased from August 2019.
  - August 2019 circulation was 353 more than August 2018 when accounting for auto-renewal.
  - The number of patrons visiting the library was up 152 people from last August.
  - Adventure Pass stats: 41 Adventure Passes were used in August saving patrons \$1,826.
  - Library Patrons saved \$59,104 in August by borrowing materials from the library versus purchasing them.

### What's New:

- We had an internet outage from 9:30 am-1:30 pm on Friday, August 23.
- Mi-Fiber was installed on August 27.
- Our Strategic Planning Survey activated on September 1. Over 300 responses have been received to date.
- Our website was transferred to A2 Hosting on August 30. The DNS propagation took place September 3-4.
- The Friends of the Library had a fundraiser at Papa's Pizzeria on September 7 from 5-8 pm.
- The library had crafts on the Square from 3:30/4:00-7:00 for RVTV.
- Our sidewalk on Parker has been buckled due to tree roots. New pavement probably will not go in until October per public works. Cost is estimated to be between \$2,000-\$3,000.
- Jamie helped the police department with National Night Out on Tuesday, August 6.
- We have the STEM kits put together and are working on cataloging them and tying up some loose ends. We are looking forward to putting them in circulation this fall.
- The ISU Extension program will be offering after-school programming at the library on Tuesdays from September 10-October 15.
- Story time is switching to 10:00 this fall at the request of many patrons. Brittany is also adding some Thursday morning programs including Sing & Shake, Messy Munchkins, and Playdates & Perks (3rd Thursday of the month: coffee, socializing, and toys. Reising Sun partnership, patron request).
- Pam and Brittany will attend the 2019 Performer's Showcase in Carlisle on September 25.
- Pam and Jamie will attend the 2019 ILA/NLA conference in LaVista, NE from October 2-4.
- October 1, we will partner with the librarian from North Polk Schools to offer a Homework Help program showcasing the online resources the state provides.
- Library Director's time off requests will need to be approved by the Library Board going forward.

### Upcoming Programs:

- September 12 Messy Munchkins 10:00
- September 12 Health Care Today
- September 13 Story Time at Polk City Nursing Home
- September 18 Downstairs at Downton 1:30
- September 19 Playdates & Perks 9:00 \*opening meeting room early
- September 19 DIY Fall Candle 6:30
- September 21 Under the Sea Party 10:30
- September 24 Better Angels documentary & League of Women Voters
- September 25 BBQ presentation with Trace Kendig
- September 26 Messy Munchkins
- September 26 Family Movie Night
- September 30 Texas Roadhouse Story Time 10:30
- September 30 Geri-Fit begins
- September 30 DIY Card Crafting
- October 1 Homework Help 6:30

**RESOLUTION 2019-02L**

**A RESOLUTION ESTABLISHING A SPECIAL REVENUE FUND, EXPENDABLE TRUST ACCOUNT FOR THE POLK CITY, IOWA LIBRARY**

---

**WHEREAS**, THE POLK CITY COMMUNITY LIBRARY HAS RECEIVED THROUGH THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY IN THE FORM OF DONATIONS TO THE LIBRARY IN THE AMOUNT OF \$20,000;

- DON & LOIS BURT ESTATE--\$20,000

and

**WHEREAS**, SAID DONATIONS HAVE BEEN DEPOSITED INTO A SPECIAL REVENUE FUND, EXPENDABLE TRUST AND WILL CARRY OVER FROM YEAR TO YEAR UNTIL THE PURPOSE FOR WHICH IT WAS ESTABLISHED IS ACCOMPLISHED; and

**WHEREAS**, SAID DONATIONS WILL NOT REVERT TO THE CITY GENERAL FUND; and

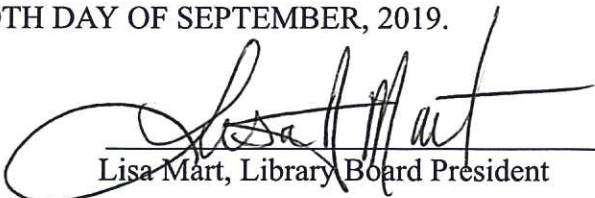
**WHEREAS**, SAID DONATIONS ARE NOT TO BE USED FOR DAY-TO-DAY OPERATION OF THE LIBRARY; and

**WHEREAS**, SAID DONATIONS WILL BE EXPENDED THROUGH A RESOLUTION OF THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY AND ONLY FOR PUBLIC PURPOSES SAID MONIES WERE DONATED; and

**WHEREAS**, THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY HEREBY AUTHORIZE THE EXPENDITURE OF UP TO \$2,500 FOR THE PURCHASE OF STEM KITS SUPPLIES (INCLUDING LEARNING ACTIVITIES, DVDS, BOOKS, AND STORAGE DEVICES) TO BE ADDED TO THE LIBRARY'S COLLECTION FOR PATRON USE. PURCHASES WERE MADE BEGINNING AUGUST 1, 2019.

**NOW, THEREFORE, BE IT RESOLVED**, THE BOARD OF TRUSTEES OF THE POLK CITY COMMUNITY LIBRARY REQUEST THAT THE CITY OF POLK CITY, IOWA RELEASE UP TO \$2,500 (UPON RECEIPT OF INVOICES) FROM THE POLK CITY COMMUNITY LIBRARY TRUST.

**PASSED AND APPROVED** the 10TH DAY OF SEPTEMBER, 2019.

  
\_\_\_\_\_  
Lisa Mart, Library Board President

ATTEST:

  
\_\_\_\_\_  
Jamie Noack, Library Director

## **RECONSIDERATION OF MATERIALS**

### **BACKGROUND:**

A. Because of the rich diversity of human experience and opinion, it is inevitable that some of the materials contained in the library's collection will not be approved of or appreciated by all of the Library's patrons. The Library has a responsibility to serve the diverse needs and interests of the community.

B. The Library attempts to represent all sides of controversial issues. In no case does the Library take an official stand on any public issue. The function of the Library is to provide materials from which patrons can make choices, not to make choices for patrons.

### **POLICY:**

A. The Board of Trustees of the Polk City Community Library welcomes all comments regarding the Library's collection.

B. The Board of Trustees of the Polk City Community Library believes that no citizen has the right to prevent another citizen from reading a specific book or using specific materials by demanding the removal of such materials from the Library's collection.

C. The Board of Trustees of the Polk City Community Library shall establish a Reconsideration Committee to review all patron requests for items to be removed from the Library's collection. The Reconsideration Committee shall evaluate all items contested and determine the appropriateness of keeping that item in the Library's collection.

D. In the event that a library item is brought up for review, the Board of Trustees of the Polk City Community Library and the City of Polk City shall designate the Library Director as the official spokesperson regarding the review.

### **PROCEDURE:**

A. Any patron questioning the appropriateness of material purchased by the Library shall first bring his/her concern(s) to the attention of the Library Director and present the reason(s) he/she feels the material is not appropriate for the Library's collection.

B. If, after discussing the matter with the Library Director, the patron remains dissatisfied with the decision made relative to the material in question, he/she may initiate the formal review process by completing the Library's Reconsideration Request Form.

C. After the Library's Reconsideration Request Form has been submitted to the Library Director, the Director shall notify the Board of Trustees, City Officials, and the American Library Association Office of Intellectual Freedom that a formal review of materials has been requested.

D. The Reconsideration Committee shall then be convened to review the request and make recommendations concerning the appropriateness of the material in question.

E. The Reconsideration Committee shall consist of at least two board members, the director, two community members and one library professional whose job description includes collection development. The review committee shall select its own chairperson and adopt any rules necessary for conducting business and discussions. Copies of the material in question shall be distributed to the committee members prior to the first meeting.

1. Community members shall be appointed to the Reconsideration Committee on an annual basis with a list of willing alternates in the event an appointed member is unavailable at the time of a review.

F. The Reconsideration Committee's deliberations shall include:

1. A review/discussion of the patron's submitted Reconsideration Request Form.
2. A review/discussion of any professional appraisals/assessments of the material in question.
3. A personal presentation by the patron of his/her objections and concerns including a discussion as to why he/she believes the material is not appropriate for inclusion in the Library's collection.

G. The committee shall evaluate and consider all relevant information related to the matter and provide anyone with specific knowledge concerning the issue the opportunity to speak.

H. The sole criteria for the Reconsideration Committee's final decision shall be the appropriateness of the material for its intended use. At the completion of the Reconsideration Committee's review a secret ballot vote shall be taken to decide on one of the following outcomes:

1. To take no removal action.
2. To remove all or part of the challenged material from the library's collection.
3. To limit the use of the challenged material.

I. A written summary of the Reconsideration Committee's decision including relevant supportive documentation shall be forwarded to the complainant and other interested parties.

Board approved February 2009

Revised March 10, 2015

Revised September 10, 2019

---

Board President

**Polk City Community Library  
Reconsideration Request Form**

**Type of Material**

Book                  Video                  Magazine                  Audio Recording                  Newspaper

Electronic Resource                  Other (please specify)\_\_\_\_\_

Title:\_\_\_\_\_

Author:\_\_\_\_\_

Publisher:\_\_\_\_\_

Request Initiated by:\_\_\_\_\_

Address:\_\_\_\_\_                  City:\_\_\_\_\_

Telephone:\_\_\_\_\_

Library Card Number:\_\_\_\_\_

**Complainant represents**

- Self Only
- Organization (Name)\_\_\_\_\_
- Other (please specify)\_\_\_\_\_

**Please answer each question in the space below. Use other side or additional pages as needed.**

1. Have you read the Freedom To Read Statement and the Library Bill of Rights? (Copies are available.)
2. What concerns you about this item? Be specific: cite pages, passages, scenes, photos, informational content, overall themes, etc.
3. Did you read/view/listen to the entire work? If only parts, which parts?
4. What value is there in this work?
5. What do you think would result from exposure to this item?
6. What do you believe is the central theme of this work?
7. Are you aware of the judgment of professional critics of this item?
8. What would you like the library to do with this item?
9. In place of this item, what resources would you suggest to provide additional information and/or other viewpoints on this topic?



# Polk City Community Library

## Registered Sex Offender Policy

### I. Purpose

During the 2009 Legislative session, the Iowa Legislature revised the State's existing sexual offender laws, making the following changes which went into effect July 1, 2009:

- Iowa Code Chapter 692A of Subtitle 1 of Title 16 prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon public library real property or from loitering within 300 feet of the boundary of the real property of a public library. "Loiter" means remaining in a place or circulating around a place under circumstances where a reasonable person would believe that the purpose or effect of the behavior is to enable a sex offender against a minor to become familiar with a location where a potential victim may be found, or to satisfy an unlawful sexual desire, or to locate, lure, or harass a potential victim. A "sex offender" is someone who is required to be on the Sex Offender Registry.
- In addition, the law prohibits a sex offender who has been convicted of a sex offense against a minor from being employed by or from acting as a contractor or volunteer at any public library.

The law identifies two exceptions to this requirement including: 1) the period of time reasonably necessary to transport the offender's own minor child or ward to or from the library; and 2) the period of time reasonably necessary to vote in a public election if the polling place is located in a public library.

**Other exceptions to this policy can occur only with the written permission of the library director following approval from the Library Board of Trustees at a meeting at which a quorum is present.**

**An individual who is a child sex offender must request, in writing, permission to be present on library grounds. Requests are to be addressed to the attention of the library director. A form will then be sent to the individual to be completed and returned for review.**

### II. Guidelines

- The Library Director may give written permission for registered sex offenders convicted of sex offenses against minors to be in the library. All decisions may be appealed to the Library Board of Trustees. If written permission is not provided, registered sex offenders convicted of sex offenses against minors are still eligible for some library services. They may receive information via telephone or online. They may register for a card directly with the library director, or designee, via telephone or online, and make arrangements for a person(s) of their choosing to select, check out, and return materials using that card. They may use that card to access the Library's online materials or databases.
- The issuance of a library card at any time is NOT permission to enter the library.
- Violations of this policy will be immediately reported to law enforcement, and violators will lose all library privileges. Violators will be subject to prosecution for violation of the Iowa Code.

**Procedure**

The responsibility for compliance with this law is on the offender. If library staff has knowledge that a person who has been convicted of a sex offence against a minor is on library premises the following procedure will be initiated:

- The librarian-in-charge will be notified immediately of the situation and every effort will be made to confirm that in fact a person meeting the criteria of a “sex offender” is on the premises.
- The librarian-in-charge will check the Sex Offender Registry for the status of such person or call the Polk City Police Department for a determination on the person’s status under the Iowa Code in order to confirm the allegation.
- Upon confirmation that a “sex offender” is on the premises the librarian-in-charge will notify the Polk City Police Department to have that person removed from the facility.

The library director will determine eligibility to be on library property after consultation with law enforcement, bona fide social service agencies and/or other appropriate governmental officials.

**Appeals.** Exceptions to this policy can only occur with the written permission of the Library Director. Should a patron desire an additional exception to the two legally mandated exceptions, a detailed written request describing the particulars of the exception shall be submitted to the Library Director. The Library Director shall determine eligibility to be on library property after consultation with law enforcement, bona fide social service agencies and/or other appropriate governmental officials, and consultation/review of the Board of Trustees. Access to the Library premises is not permitted during the review process.

If an appeal for permission to be on library property is denied, it is the responsibility of the person to arrange for a third party to select, check-out and return materials to the library. The library will issue a borrower’s card to the person denied access to the library building to be used by a third party.

Accepted by the Polk City Community Library Board 10/13/09

Revised 08/05/2019

Polk City Community Library Sex Offender Against  
Minors Library Application

Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Aliases: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employment Address: \_\_\_\_\_

Specific Offense: \_\_\_\_\_

Probation/Parole Officer's Name: \_\_\_\_\_

Probation/Parole Officer's Phone: \_\_\_\_\_

I understand my Probation/Parole Officer will be contacted: \_\_\_\_\_ (initial)

Terms of parole/probation, if applicable:

Please explain why you feel you should be granted permission to be on the Polk City  
Community Library premises.

What is your intended use of Library services and/or materials?

**Incomplete applications will be denied; applicants who provide false information will  
have permission to be on Library premises rescinded.**



# 2019

## HIGHLIGHTS

31,048

VISITORS

2,243

CARDHOLDERS



+



+



=

# 48,645

ITEMS  
BORROWED



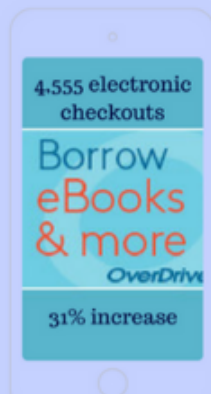
# 6,462

ATTENDEES



# 420

PROGRAMS



# 1,544



COMPUTER & WIFI  
ACCESS



## 2019 STATISTICS

Total Circulation (including digital)	48,645
Reference Questions Answered	2,177
Computer & Wifi Usage	1,544
Number of Attendees at Programs	6,462
Number of People who Visited the Library	31,048

	2018	2019
Total Circulation	46,371	48,645
Books/Magazines/Audio	34,257	37,629
Bridges Ebook/AudioBook	4,555	6,004
Videos	7,559	8,401
Items Added	2,162	2,359
New Patrons	249	294
Visitors	29,189	31,048

### LIBRARY STAFF

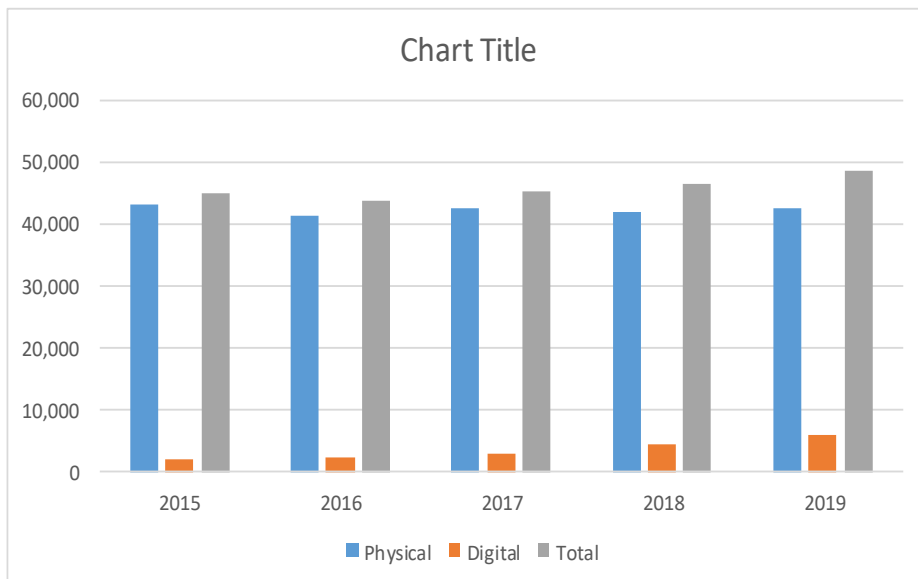
Jamie Noack, Director  
 Pam Witt, Adult Librarian & Assistant Director  
 Brittany Burk, Youth Librarian  
 Linda Hall, Library Clerk

### LIBRARY BOARD OF TRUSTEES

Lia Mart, President  
 Angela Conley, Secretary  
 Corey Hoodjer  
 Mike Miller  
 Sara Olson

### FRIENDS OF THE LIBRARY

Regena Butler, President  
 Krista Bowersox, Secretary  
 Brigett DeVos, Treasurer



**Patron Savings (Physical Materials) \$658,775**

**Adventure Pass Savings \$9,756**

## REVENUES & EXPENDITURES (FY 2019)

### REVENUES

Fines & Fees Collected (<1%)	\$ 2,452
Polk County Appropriation (4%)	\$10,188
State Funding (1%)	\$ 3,206
City of Polk City Appropriation (94%)	\$265,889
Other Income ( <i>Grants &amp; Donations</i> ) (<1%)	\$300
<b>TOTAL</b>	<b>\$282,034</b>

### EXPENDITURES

Salaries & Benefits (69%)	\$195,131
Operating Expenses (19%)	\$54,491
Books & Materials/Programming (12%)	\$32,412
<b>TOTAL</b>	<b>\$282,034</b>

### FRIENDS OF THE LIBRARY

#### CONTRIBUTIONS

#### ADVENTURE PASSES

#### POPCORN MACHINE

#### PROGRAM SPONSORSHIP

- HISTORY OF BASEBALL IN IOWA
- IOWA'S HIDDEN TREASURES
- MERMAID PARTY
- DINOSAUR PARTY
- SUMMER READING KICKOFF

### 2019 Memorials

Edna Marriott

### Other Library Support (2019)

Friends of the Polk City  
Community Library

Polk City Community  
Foundation

Polk City Women

The Wellmark Foundation

Ankeny Sanitation

B-Bops

B&B Theatre

Big Creek Marina

Bilbrey Insurance

Blank Park Zoo

Caseys

Center Grove Orchard

Des Moines Community  
Playhouse

Fareway

Fazoli's

HyVee

Iowa Cubs

Jenny Schmidt Photography

Jethro's BBQ

Kum & Go

Luana Savings Bank

McDonald's

Pizza Ranch

Texas Roadhouse

Tiger Bowl

Warrior Lanes

Lois Harmon

Gerald Osmundson

# 2019 SUMMER READING PROGRAM

## 2019 PARTICIPATION



ADULTS: 114  
YOUTH (0-11): 495  
TEENS (12-17): 84  
TOTAL: 693

## NUMBER OF MATERIALS CIRCULATED

12,488



## NUMBER OF PROGRAMS

ADULT: 44  
YOUTH: 25



## PROGRAM ATTENDANCE

ADULTS: 479  
YOUTH:  
1,863









# Polk City Community Library

## 2019 Iowa Public Library General Information Survey

CURRENT YEAR    *PREVIOUS YEAR*

### Section A - General Information

(Reporting period July 1, 2018 to June 30, 2019 - unless otherwise specified)

Due October 31, 2019

Review the contact information below. Users cannot directly change data for questions A01 to A12. If any information has changed, answer Yes to number A13 and enter a note for the corresponding question. The State Library will verify and update the data. For Section A, report the most current information available.

A01 Library Name	POLK CITY COMMUNITY LIBRARY	<i>POLK CITY COMMUNITY LIBRARY</i>
A02 Library District	CE=Central	<i>CE=Central</i>
Street Address		
A03 Street Address	1500 W BROADWAY	<i>1500 W BROADWAY</i>
A04 City	POLK CITY	<i>POLK CITY</i>
A05 Zip	50226	<i>50226</i>
Mailing Address		
A06 Mailing Address	PO BOX 259	<i>PO BOX 259</i>
A07 City	POLK CITY	<i>POLK CITY</i>
A08 Zip	50226	<i>50226</i>
Other Contact Information		
A09 County	POLK	<i>POLK</i>
A10 Phone	(515) 984-6119	<i>(515) 984-6119</i>
A11 City population	3,418	<i>3,418</i>
A12 Library Size Code	D	<i>D</i>
A13 Has any information in questions A1 to A12 changed in the past year?		
YES - Check the box and enter the correction in a note. Staff from The State Library will verify and update the information.	No	
NO - Continue with question A14.		
A14 Library Director/Administrator Name	Jamie Noack	<i>Jamie Noack</i>

### Section B - Paid Staff and Salary Information

Include unfilled positions if a search is currently underway. Include all paid staff on the library's payroll. Do not report staff paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landcape business. Report all positions as of June 30, 2019.

B01 Total number of paid librarians	3	<i>3</i>
B02 Total number of all paid librarian hours worked per week	120.00	<i>120.00</i>
B03 Paid librarians FTE	3.00	<i>3.00</i>
B04 Total number of all other paid staff	1	<i>1</i>
B05 Total number of all other paid staff hours worked per week	20.00	<i>20.00</i>
B06 All other paid staff FTE	0.50	<i>0.50</i>

B07	Total number of paid staff	4	4
B08	Total paid staff FTE	3.50	3.50
<i>Levels of Education</i>			
B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree	1	1
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	40.00	40.00
B11	Total FTE librarians with ALA accredited masters of library science degree	1.00	1.00
B12	Starting date of current director in director's position.	06/01/2017	06/01/2017

*Salary Information*

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2019.

B13	Hourly salary of the director	\$25.96	\$25.96
B14	Hourly salary of assistant director	\$20.91	\$20.91
B15	Hourly average salary of department heads		
B16	Hourly salary of the children's librarians	\$18.00	\$18.00
B17	Hourly average salary of library clerks	\$12.58	\$12.58
B18	Hourly average salary of shelvers or pages		
B19	Hourly average salary of janitorial or building maintenance employees		

**Section C - Capital Income and Expenditures**

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY19 report them in this section. Otherwise, skip to section D.

*For Capital Income and Expenditures*

Show all sources of funds for FY19 (July 1, 2018 - June 30, 2019).

If your library does not receive income from a source, enter a 0 (zero).

If your library receives income from a source, but the amount is unknown, enter N/A.

Report all income and expenditures in whole dollars only. Round to the nearest dollar.

*For Capital Income*

Report all income for major capital expenditures, by source of income. Include funds received for:

- Site acquisition
- New buildings, additions to buildings, or renovation of library buildings
- Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- New computer hardware and software used to support library operations, link to networks, or run information products
- Replacement and repair of existing furnishings and equipment
- New vehicles
- Other major one-time projects

DO NOT REPORT INCOME FOR:

- Regular purchase of library materials - Report in section D
- Payments for regular operating costs such as utilities, insurance, etc. - Report in section D
- Investments for capital appreciation
- Income passed through to another agency
- Funds unspent in the previous fiscal year (e.g., carryover).

Did your library have any major one time capital projects in FY19?

Yes

YES - check the box and answer questions C01 - C06.

NO - Skip to section D.

*Capital Income*

C01	Capital funds from local government (city, county)	\$6,264	\$17,800
C02	Capital funds from state sources		
C03	Capital funds from federal sources		
C04	Capital funds from private sources		
C05	Total capital income	\$6,264	\$17,800

*Capital Expenditures*

C06	Total capital expenditures	\$6,264	\$14,029
-----	----------------------------	---------	----------

**Section D - Operating Income and Expenditures**

OPERATING INCOME

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report income used for operating expenditures by source. Include federal, state, local, or non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY19 (JULY 1, 2018 - JUNE 30, 2019).

- If your library does not receive income from a source enter a 0 (zero)
- If your library receives income from a source, but the amount is unknown, enter N/A
- Report all income in whole dollars only. Round to the nearest dollar

DO NOT REPORT

- Income for capital expenditures as reported in Section C
- Contributions to endowments
- Income passed through to another agency
- Funds unspent in the previous fiscal year &ndash; carryover
- The value of any contributed or in-kind services
- The value of any non-monetary gifts and donations
- E-Rate discounts as income or expenditures

*Total Governmental Operating Income*

D01	City income received from the city's general fund (exclude income from special levies)	\$273,240	\$250,652
D02	City income received from special levies	\$0	\$0
D03	County income received from all counties	\$10,188	\$6,180
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	\$0	\$0
D05	Other governmental income received	\$0	\$0

D06	Total local government operating income received	\$283,428	\$256,832
D07	State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library.	\$3,206	\$3,291
D08	Other income received from the State of Iowa	\$0	\$0
D09	Total state government operating income received	\$3,206	\$3,291
D10	Total federal government income received	\$0	\$00

**Non-Governmental Operating Income**

D11	Total non-governmental grants received	\$1,000	\$1,000
D12	Endowments and gifts received (only report if money was spent in FY19)	\$4,152	\$2,562
D13	Fines and/or fees received	\$2,452	\$2,659
D14	Other income received	\$0	\$0
D15	Total non-governmental operating income received	\$7,604	\$6,221

**Total Operating Income**

D16	Total operating income received	\$294,238	\$266,344
-----	---------------------------------	-----------	-----------

**OPERATING EXPENDITURES**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

**REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.**

- If your library does not expend funds for an item, enter a 0 (zero)
- If your library expends funds for an item, but the amount is unknown, enter N/A
- To ensure accurate reporting, consult your business officer or city clerk regarding this section
- Report only money expended during FY19 (July 1, 2018 - June 30, 2019), regardless of when the money may have been received
- Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

**DO NOT REPORT**

- The value of free items
- Estimated Costs
- Capital expenditures as reported in Section C
- E-Rate discounts as expenditures

D17	Total salaries and wages expenditures (before deductions)	\$149,237	\$133,407
D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be \$0. If you are unsure of benefits amount, report N/A.	\$45,228	\$41,421
D19	Total staff expenditures	\$194,465	\$174,828
D20	Print physical collection expenditures	\$18,709	\$15,894
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$1,852	\$3,502
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$2,224	\$2,603
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$108	\$0

D24	Total physical non-print collection expenditures	\$4,184	\$6,105
D25	Total physical collection expenditures	\$22,893	\$21,999
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	\$365	\$336
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$2,100	\$0
D28	Total e-book collection expenditures	\$2,465	\$336
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$365	\$336
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$2,100	\$0
D31	Total downloadable audio collection expenditures	\$2,465	\$336
D32	Bridges downloadable video collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$15	\$14
D33	All other downloadable video collection expenditures. Report Advantage downloadable video expenditures on this line.	\$0	\$0
D34	Total downloadable video collection expenditures	\$15	\$7
D35	Gale, Credo, Transparent Languages, and Bridges Magazine expenditures. Prefilled and locked by the State Library.	\$230	\$230
D36	All other Electronic Information collection expenditures. Do not report expenditures for products subsidized or managed by the State Library such as Gale, Credo, Transparent Languages, or Bridges.	\$0	\$0
D37	Total Electronic Information collection expenditures	\$230	\$230
D38	Total downloadable and Electronic Information collection expenditures	\$5,175	\$909
D39	Total collection expenditures	\$28,068	\$22,908
D40	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$62,320	\$61,716
D41	Total of all operating expenditures	\$284,853	\$259,452

## Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of volumes owned by the library at the start of the fiscal year (July 1, 2018).

NUMBER ADDED DURING FISCAL YEAR - The number of volumes added to the collection during the fiscal year whether through purchase or donation.

WITHDRAWN DURING FISCAL YEAR - The number of volumes weeded, lost, or removed for any other reason during the fiscal year.

NUMBER HELD AT END OF YEAR - The number of volumes owned by the library at the end of the fiscal year (June 30, 2019).

E01	Printed books (# of volumes), held at start of year	20,435	22,633
E02	Printed books (# of volumes), added during year	2,097	1,677
E03	Printed books (# of volumes), withdrawn during year	2,298	3,875
E04	Printed books (# of volumes), held at end of year	20,234	20,435
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	49,444	46,074

E06	All other e-books held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	0	0
E07	Total e-books held at end of year	49,444	46,074
E08	Total books (print and e-books), held at end of year.	69,678	66,509
E09	Audio materials (# of physical volumes), held at start of year	977	976
E10	Audio materials (# of physical volumes), added during year	51	137
E11	Audio materials (# of physical volumes), withdrawn during year	117	136
E12	Audio materials (# of physical volumes), held at end of year	911	977
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	22,519	19,446
E14	All other downloadable audio materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	31	0
E15	Total downloadable audio materials, held at end of year	22,550	19,446
E16	Total audio materials (physical and downloadable), held at end of year.	23,461	20,423
E17	Video materials (# of physical volumes), held at start of year	2,391	2,434
E18	Video materials (# of physical volumes), added during year	201	321
E19	Video materials (# of physical volumes), withdrawn during year	346	364
E20	Video materials (# of physical volumes), held at end of year	2,246	2,391
E21	Bridges downloadable video materials, held at end of year. Prefilled and locked by the State Library	50	50
E22	All other downloadable video materials, held at end of year. Do not report Bridges or Freegal downloads here. Include Advantage titles here.	0	0
E23	Total Downloadable video materials, held at end of year	50	50
E24	Total video materials (physical and downloadable), held at end of year	2,296	2,441
E25	Other library materials (# of physical volumes), held at start of year	169	191
E26	Other library materials (# of physical volumes), added during year	10	6
E27	Other library materials (# of physical volumes), withdrawn during year	1	28
E28	Other library materials (# of physical volumes), held at end of year	178	169
E29	Total physical volumes, held at start of year	23,972	26,234
E30	Total physical volumes, added during year	2,359	2,141
E31	Total physical volumes, withdrawn during year	2,762	4,403
E32	Total physical volumes, held at end of year	23,569	23,972
E33	Total downloadable materials, held at end of year	72,044	65,570
E34	Total physical and downloadable volumes, held at end of year	95,613	89,542
LINES E35 and E38 - report number of periodical SUBSCRIPTIONS. Do not report number of issues.			
E35	Current print serial/periodical SUBSCRIPTIONS (count number of titles including duplicates), held at end of year.	25	28
E36	Current electronic serial/periodical SUBSCRIPTIONS from the Bridges consortia, held at end of year. Prefilled and locked by the State Library, (NEW)	75	
E37	Current electronic serial/periodical SUBSCRIPTIONS (count number of titles including duplicates. Include RB Digital or similar titles, but not Gale), held at end of year.	0	0



E38 Total current electronic serial/periodical SUBSCRIPTIONS, held at end of year. (NEW) 75

*Licensed Databases*

Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted. <http://www.statelibraryofiowa.org/ld/a-b/statistics/eleresannsurv>

E39	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region.	0	0
E40	Number of licensed databases funded by the state government or The State Library of Iowa. Count Gale as 41, Credo Reference as 1, Chilton Library as 1, Transparent Languages as 1, and Brainfuse as 1. Maximum amount for this line is 45. Prefilled and locked	45	43
E41	Total licensed databases	45	43

**Section F - Circulation**

Report circulation for FY19 (July 1, 2018 to June 30, 2019). Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals. DO NOT count automatic renewals as circulation. DO NOT count in-house use or computer use as circulation

*Circulation Transactions of Physical Items*

F01	Adult books	9,156	8,448
F02	Young adult books	1,298	1,245
F03	Children's books	25,629	22,374
F04	Video recordings (physical formats)	8,401	7,559
F05	Audio recordings (physical formats)	908	1,111
F06	Serials (physical formats)	638	642
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	198	112
F08	Total PHYSICAL circulation by material type	46,228	41,491

Lines F09 and F10 should be reported as individual counts. They do not need to add up to a total. These counts are part of the physical total as reported on line F08. Do not count electronic use for lines F09 or F10.

F09	Circulation to the rural population of your own county	3,004	1,975
F10	Total physical circulation of all materials cataloged as "children's"	25,763	22,531

*Use of Downloadable Material*

F11	Bridges e-books, including use of Advantage titles. Prefilled and locked by the State Library.	2,952	2,294
F12	All other e-books	0	0
F13	Total use of e-books	2,952	2,294
F14	Bridges downloadable video recordings, including use of Advantage titles. Prefilled and locked by the State Library.	0	0
F15	All other downloadable video recordings - do not include Freegal or similar.	0	0
F16	Total use of downloadable video recordings	0	0
F17	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	2,788	2,261
F18	All other downloadable audio recordings - do not include Freegal or similar.	264	0
F19	Total use of downloadable audio recordings	3,052	2,261

F20	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library. (NEW)	102	
F21	All other electronic serials - Include RB Digital or similar. (NEW)	0	
F22	Total use of electronic serials	102	0
F23	Total use of downloadable materials	6,106	4,555

*Successful Retrieval of Electronic Information (Database Use)*

F24	Successful retrieval of Electronic Information from Gale, Credo, Transparent Languages and Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library.	242	22
F25	Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use.	0	0
F26	Total successful retrieval of Electronic Information.	242	22

*Circulation and Use Totals*

F27	Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys).	52,334	46,046
F28	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information)	6,348	4,577
F29	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information).	52,576	46,068

*Interlibrary Loan*

The State Library will automatically fill in data from the SILO ILL service. If your library only uses SILO for ILL, you can skip F30 to F35. Examples of other ILL services are OCLC or print forms.

F30	ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library.	404	292
F31	ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line.	0	0
F32	Total Interlibrary Loan received from other libraries	404	292
F33	ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library.	323	322
F34	ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line.	1	0
F35	Total Interlibrary Loan provided to other libraries	324	322
F36	Current total number of registered users	2,243	1,949

**Section G - Program Attendance and Other Services**

*Program Attendance*

When reporting the number of programs, count the total number of events. A story time held once a week for a year is counted as 52, not as one.

When reporting attendees, count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.

Programs designed for adults, families, cross generational, all-ages, etc. should be reported on lines G05 and G06

G01	Total number of library programs for children	160	132
G02	Total number of people attending library programs for children	2,075	1,871
		1	7

G03	Total number of library programs for young adults		
G04	Total number of people attending library programs for young adults	7	72
G05	Total number of library programs for adults, families, etc.	260	253
G06	Total number of people attending library programs for adults, families, etc.	2,075	1,891
G07	Total number of library programs	421	392
G08	Total number of people attending library programs	4,157	3,834

**Other Services**

G09	Door count annually	31,048	29,189
G10	Total number of reference transactions annually	2,177	2,779
G11	Number of Internet computers for public use	6	6
G12	Number of uses of public Internet computers <u>ANNUALLY</u> (You may count a typical week and multiply by 52)	1,065	1,100
G13	Number of wireless sessions annually	478	757
G14	Website visits for PLOW website annually. Prefilled and locked by the State Library. (NEW)	0	
G15	Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report N/A. Libraries without websites should report -3. (NEW)	N/A	N/A
G16	Total website visits annually (NEW)	0	

**Section H - Library Buildings - Hours and Square Footage**

H01	Total number of hours open <u>ANNUALLY</u> at the main library only. Prefilled by the State Library.	2,808	2,808
H02	Total number of weeks open <u>ANNUALLY</u> at the main library only (round to the nearest whole number of weeks). Prefilled by the State Library.	52	52
H03	Square footage of main library. Prefilled and locked by the State Library.	6,000	6,000

**Section H Totals**

H08	Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.)	2,808	2,808
H09	Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.)	52	52
H10	Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.)	6,000	6,000

All libraries submitting an annual survey must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Click [here](#) to print off the form, sign it, and return it to Toni Blair as listed on the document.

# Polk City Community Library 2019 Iowa Public Library General Information Survey

Federal Notes  
State Notes  
Local Notes

## Section A - General Information

No Notes

## Section B - Paid Staff and Salary Information

No Notes

## Section C - Capital Income and Expenditures

C01 Capital funds from local government (city, county)

We replaced all lighting with LED  
**Federal Note:** fixtures. The city provided capital funds for this project.

C05 Total capital income

We replaced all lighting with LED  
**Federal Note:** fixtures. The city provided capital funds for this project.

C06 Total capital expenditures

We replaced all lighting with LED  
**Federal Note:** fixtures. The city provided capital funds for this project.

## Section D - Operating Income and Expenditures

D21 Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.

**Federal Note:** We allocated more funds to Bridges and less to audio CD's.

D38 Total downloadable and Electronic Information collection expenditures

**Federal Note:** We allocated more funds to Bridges and less to audio CD's.

## Section E - Library Collection

No Notes

## Section F - Circulation

F07 All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)

**Federal Note:** We added mobile hotspots which increased this areas circulation.

## Section G - Program Attendance and Other Services

G03 Total number of library programs for young adults

**Federal Note:** Interest based

G04 Total number of people attending library programs for young adults

**Federal Note:** Interest based

## Section H - Library Buildings - Hours and Square Footage

No Notes

## Section H Totals

No Notes



## City of Polk City, Iowa City Council Agenda Communication

**Date:** September 23, 2019  
**To:** Mayor & City Council  
**From:** Jim Mitchell – Fire Chief  
**Subject:** Pay Rate Adjustment and Resignation

---

**BACKGROUND:** On August 12, 2019, we hired 5 individuals and we have discovered that one person's pay rate is incorrect and needs adjusted.

**ALTERNATIVES:** The individual affected by the pay rate adjustment is as follows:

James Gathercole = Part-Time wage approved \$18.16. Adjusted to \$18.74.

**RESIGNATIONS:**

Josh Mamanos has accepted a full-time Firefighter/Paramedic position with the Indianola Fire Department. Josh has decided to move to Indianola to make life easier. We thank Josh for his 2 years of service and wish the best to him.

**FINANCIAL CONSIDERATIONS:** There are NO budgetary increase due to the fact that the pay rate has already been budgeted.

**RECOMMENDATION:** Approve the above mentioned for pay rate adjustment for James Gathercole and resignation of Josh Mamanos affective September 12, 2019. The difference in wages involve years of experience.



## City of Polk City, Iowa

### City Council Agenda Communication

**Date:** September 19, 2019  
**To:** Mayor & City Council  
**From:** Chief Kendig

**Subject:** Urban Deer Hunting Application Approval

---

**BACKGROUND:** The City of Polk City began an urban deer hunting program for the 2019/2020 deer hunting season. There has been one complete application submitted. This was submitted by Joel Sowieja who lives at 1812 Robin Ct. in Polk City. Mr. Sowieja has submitted the necessary paperwork to participate in the program.

**ALTERNATIVES:** NA

**FINANCIAL CONSIDERATIONS:** NA

**RECOMMENDATION:** It is my recommendation that Mr. Sowieja be permitted to hunt the property at 1601 W. Washington in Polk City.

**ORDINANCE NO. 2019-1400**

**AN ORDINANCE AMENDING  
CHAPTER 65, STOP OR YIELD REQUIRED, SECTION 65.02 AND  
CHAPTER 69, PARKING REGULATIONS, SECTION 69.08, NO PARKING ZONES**

---

**BE IT ORDAINED** by the City Council of the City of Polk City, Iowa, that:

**Section 1.** Chapter 65, of the Polk City Code of Ordinances; Stop or Yield Required, Section 65.02, Stop Required, is hereby amended by adding section #165 and #166:

#165 The entrance from Timber Valley Drive to NW Hugg Drive

#166 The entrance from Timber Valley Circle to Timber Valley Drive

**Section 2.** Chapter 69, of the Polk City Code of Ordinances; Parking Regulations, Section 69.08, No Parking Zones, is hereby amended by the following:

a) adding sections #144, #145 and #146:

- #144 Timber Valley Drive on the west and northerly side from NW Hugg Drive through the cul de sac
- #145 Timber Valley Drive on the east side from NW Hugg Drive to a point 100 feet south
- #146 Timber Valley Circle on the west side through the cul de sac

**Section 4.** All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

**Section 5.** This Ordinance shall be in full force after its passage, approval and publication as provided by law.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Jason Morse, Mayor

ATTEST:

\_\_\_\_\_  
Jenny Gibbons, City Clerk

First Reading:



Second Reading:

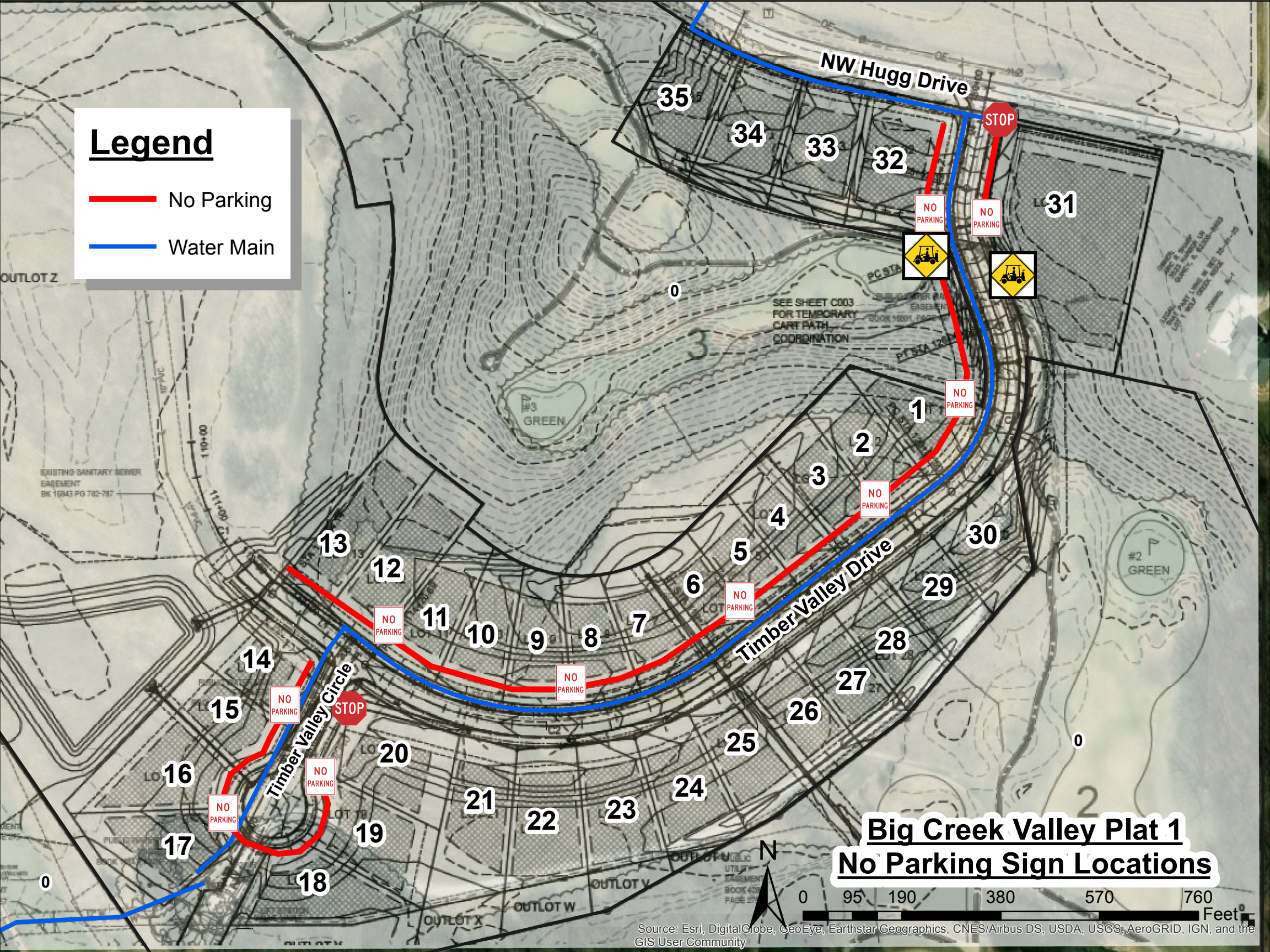
Third Reading:

Date Adopted:

Date of Publication by posting:

# Legend

-  No Parking
-  Water Main



**Big Creek Valley Plat 1**  
**No Parking Sign Locations**

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community