**AGENDA FOR POLK CITY LIBRARY BOARD MEETING**

**Polk City Community Library**

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

**Monday, April 1, 2024 at 6:30 pm**

I. Call to order

MOTION: A motion was made by Lisa England and seconded by Justin Young to approve.

MOTION PASSED unanimously.

**Board Members Present:** Rod Bergren, Justin Young, Lisa England

**Board Members Absent:**  Angie Conley, Sara Olson

**Library Director Present:**  Jamie Noack

**City Council Liaison Present:** Jeff Savage

**Guests Present:** None

II. Approval of the agenda

MOTION: A motion was made by Lisa England and seconded by Justin Young to approve.

MOTION PASSED unanimously.

III. Consent Items

1. Approve the [March 2024 Board Minutes](https://docs.google.com/document/d/1lGTvOCjtpqEToOYIEsW4kc2HR9KL7tt0Y6ec8TnSWg8/edit?usp=sharing)
2. Approve February 2024 financial statements
   1. [February 2024 History](https://drive.google.com/file/d/1ghKIkYDpeX-gVXhU_YISYQdl066T16xJ/view?usp=sharing)
   2. [February 2024 Budget](https://drive.google.com/file/d/1kVm4uDqOPbSFebDEyaV3mooSy4F_WXEV/view?usp=sharing)
   3. [February 2024 Revenue & Expenses](https://drive.google.com/file/d/1T5fhLITz-MpmBWMwNWgW9Z4WyR5QrFVi/view?usp=sharing)

MOTION: A motion was made by Lisa England and seconded by Justin Young to approve.

MOTION PASSED unanimously.

IV. Communication from the Public

None present

V. [Director’s Report](https://docs.google.com/document/d/1dKJJFY8doOYNCukdtA7xM7lL5L_R3dWG-Jx0EJqgtbM/edit?usp=sharing)

**Library Statistics**:

* March Circulation and library usage
  + March 2024 circulation of 4,902 was an increase of 239 checkouts compared to February 2024 and a decrease of 94 compared to March 2023.
  + 1,874 individuals visited the library in March. This is a decrease of 43 compared to February 2024. It is a decrease of 322 visitors compared to March 2023.
  + 107 individuals attended 13 passive adult library programs in March.
  + Library Patrons saved $46,112 in March by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
  + 30 passport applications were processed.
  + 14 Notary appointments
  + Adventure passes statistics were unavailable at the time of the report.

1. The new library page, Vinson Spittler, started on March 18.
2. The items we sold on GovDeals netted $162.00. The desk, chair and file cabinet did not sell and will be put out for Spring Cleanup.
3. We had 12 passport appointments that were scheduled and either did not show up, did not have proper documentation to complete an application or were renewals that we are not allowed to process. We have tried to simplify the information on our website to alleviate confusion.
4. Our current people counting system is losing accuracy. At one point last week, the counter had counted 2 people yet nearly 25 people had entered the library. Director Noack has also observed it jump by 3 when 1 person came in. It is essential that we get this replaced so that we have accurate numbers.
5. Library Giving Day is April 3.
6. National Library Week is April 7-13.
7. The Friends of the Library are having another puzzle competition on April 7 at TCI.
8. The library will have safety glasses available for viewing the April 8 eclipse. We have confirmed that they are the ones that meet national Transmission Requirements of ISO 12312-2 Filters for Direct Observation of the Sun.
9. Director Noack will be on vacation April 11-April 20.
10. The Fareway round-up for the Friends of the Library will be April 13-20.
11. The study pod installation is scheduled for May 6-9.
12. [March Stats](https://docs.google.com/spreadsheets/d/1zcHHoQzwg3ZKBt9FVeBM8-Dq8kd5rJ4TwYbNXWFMQz0/edit?usp=sharing)

| **LIBRARY -MARCH 2024 STATS SNAPSHOT** | **March 2023** | **March 2024** | **February 2024** |
| --- | --- | --- | --- |
| Total Visitors | 2,196 | 1,874 | 1,917 |
| People Checking Out | 413 | 406 | 390 |
| Polk City Cardholders | 358 | 348 | 327 |
| Polk City Checkouts | 3,317 | 2,765 | 2,711 |
| Open Access Cardholders | 26 | 27 | 28 |
| Open Access Checkouts | 224 | 326 | 259 |
| Rural Cardholders | 29 | 31 | 35 |
| Rural Checkouts | 238 | 321 | 355 |
| Bridges E-book/Audiobook Checkouts | 1,174 | 1,461 | 1,317 |
| Outgoing ILL Books | 43 | 29 | 21 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 4,996 | 4,902 | 4,663 |
| Auto Renewals | 636 | 579 | 583 |
| Total Checkouts (adjusted for auto-renewal) | 4,360 | 4,323 | 4,080 |
| Incoming ILL Books | 50 | 34 | 34 |
| Reserves Placed | 327 | 332 | 348 |
| Materials Added | 202 | 95 | 197 |
| Materials Withdrawn | 19 | 27 | 30 |
| New Cards Issued | 26 | 20 | 29 |
| Computer Users | 42 | 43 | 39 |
| WiFi Users (on site) | 407 | 559 | 640 |
| AWE Station Usage | 80 | unavailable | 128 |
| AWE Games Played | 166 | unavailable | 352 |
| Adult Programs | 36 | 25 | 28 |
| Adult Program Attendance | 289 | 213 | 215 |
| Youth Programs | 17 | 13 | 26 |
| Youth Program Attendance | 252 | 168 | 314 |
| Tutoring | 4 | 5 | 9 |
| No. of Meeting Room Uses by Outside Groups | 1 | 3 | 5 |
| Patron Savings (physical materials only) | $49,402 | $46,512 | $45,070 |
| Passports | 51 | 30 | 21 |
| Blank Park Zoo Adventure Pass ($60) | 2 | unavailable | 0 |
| Science Center of Iowa Adventure Pass ($60) | 9 | unavailable | 4 |
| Botanical Gardens Adventure Pass ($42) | 4 | unavailable | 1 |
| Des Moines Children's Museum ($36) | 1 | unavailable | 3 |
| Reiman Gardens ($36) | 0 | unavailable | 0 |
| Iowa Arborateum ($22) | NA | unavailable | 0 |
| TOTAL ADVENTURE PASS SAVINGS | $656 | unavailable | $390 |
| Summer Reading Signups (0-11) as of 6/30 |  |  |  |
| Summer Reading Signups (12-17) as of 6/30 |  |  |  |
| Adult Reading Participation as of 6/30 |  |  |  |
| Social Media Page Views (Mar. 1-31) | 548 | 695 | 674 |
| Social Media Post Reach (Mar. 1-31) | 2,031 | 3,479 | 3,560 |
| New Social Media Followers(Mar. 1-31) | 18 | 19 | 17 |
| New Social Media Likes (Mar. 1-31) | 16 | unavailable | unavailable |
| Website Views | 3,197 | 2,418 | 2,635 |

VI. Liaison report

Inquired about what information would board like to hear. Board shared they would like information about general city information and goings, not just things with the library. The board would like to hear about city spending decisions to help inform them about budget expenses and where the library sits in the future. A few highlights without detailed notes:

Parks and Rec working with a 3rd party consultant team to evaluate the ability to raise funds for a regional park. If there is enough interest from citizens, a recommendation would be made in May. They are currently holding informational meetings and focus groups. Question asked about what the difference of a regional park to a typical park. Travel teams come pay for use of current sports complex, but the proposed regional park would be larger and try to attract more teams.

Currently developers are reaching out about site at 3rd and Davis for commercial development, but nothing is concrete yet.

City property taxes are staying flat.

Brush pile use is being used by a lot of people outside of our community. As of April 1st, it will now be open 7-3:30 every Friday and then one Saturday a month to be used. An issue has been happening with a lot of contractors who are building things or cutting things, and then disposing of it there instead of private companies paying for disposal.

Getting ready to approve the 2025 budget coming soon in April/May. Will bring information from long term plans next meeting.

VII. Board Education: tabled until next time.

MOTION: A motion was made by Lisa England and seconded by Justin Young to table until next time.

MOTION PASSED unanimously.

VIII. Agenda Items

1. Approve updated [Electronic Devices Policy](https://docs.google.com/document/d/1gtBNF-l9Y8YeyVRIqYDXF-aZgX_Ft3HmVfwsWP4gTDY/edit?usp=sharing)

MOTION: A motion was made by Lisa England and seconded by Justin Young to approve.

MOTION PASSED unanimously.

1. Approve updated [Patron Behavior Policy](https://docs.google.com/document/d/1Zgl3_r-VcUhkTP3lShBsIz1qFLfsPPYDGVU8o3pT_2Q/edit?usp=sharing)

State law does not allow state run facilities like libraries to post signs not allowing firearms, so that rule is being removed.

MOTION: A motion was made by Lisa England and seconded by Justin Young to approve.

MOTION PASSED unanimously.

1. Approve [Study Room Policy](https://docs.google.com/document/d/1RTK3XAGNu6NLYn5jR-_uuzYXOy8RKAuBZdQ1ER-d1-Q/edit?usp=sharing)

Use will be monitored as it comes available. The question was asked about if we would require a library card to use the study pod. The answer is no as other services do not require a library card to use computers, study pod, etc. Discussion also went towards booking the study pod for back to back sessions individually, even though the policy says you cannot book them at the same time. If no one else has it checked out, that would be allowed. How often that happens will be monitored and changes could be made in the future if there are problems.

MOTION: A motion was made by Lisa England and seconded by Justin Young to approve.

MOTION PASSED unanimously.

1. Approve Resolution [2024-07L](https://docs.google.com/document/d/1KWGQDYjaS8RWdAzjUBYJmBUBijP1TD2mfMkdo5_P4gA/edit?usp=sharing) Allocating funds from the library trust account to the Friends of the Library for the purchase and installation of the OrangeBox Study Room

MOTION: A motion was made by Lisa England and seconded by Justin Young to approve.

MOTION PASSED unanimously.

1. Approve Resolution 2024-08L authorizing the purchase of a new people counting system.

Beam counters are considered about 85% accurate due to catching people in stride across the floor and not always catching people who are 24 inches or under for children. Overhead 3D counters are closer to 97% accurate as it measures head and shoulders, catching children as well. Traf-sys would require other people to come install it vs. the SenSource one does come with installation, which adds about $900 to the total cost. Board members said the preference would be given to the SenSource group due to similar pricing and they will install it themselves. There is a $220 annual fee for purchasing the software to run the 3D counters. Talking to other libraries that use the system, Carlisle saw a large increase in numbers with a more accurate sensor. Urbandale has used theirs for six years and say it is easy to use and accurate.

MOTION: A motion was made by Lisa England and seconded by Justin Young to approve.

MOTION PASSED unanimously.

1. Determine May Board Education- Lisa England and Justin Young

IX. Adjourn at 7:08

MOTION: A motion was made by Lisa England and seconded by Justin Young to approve.

MOTION PASSED unanimously.

Next Meeting Monday, May 6, 2024

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