

POLK CITY LIBRARY BOARD MEETING Notes
Polk City Community Library
1500 W. Broadway, Polk City, IA
Monday, December 4, 2023 at 6:30 pm

I. Call to order

MOTION: A motion was made by Lisa England and seconded by Sara Olson to approve Meeting Agenda.
MOTION PASSED unanimously.

Board Members Present:	Rod Bergren, Angie Conley, Lisa England, Sara Olson, Justin Young
Board Members Absent:	None
Library Director Present:	Jamie Noack
City Council Liaison Present:	None
Guests Present:	None

II. Approval of the agenda

MOTION: A motion was made by Lisa England and seconded by Sara Olson to approve.
MOTION PASSED unanimously.

III. Consent Items

1. Approve the [November 2023 Board Minutes](#)
2. Approve October 2023 financial statements
 - a. [October 2023 History](#)
 - b. [October 2023 Budget](#)
 - c. [October 2023 Revenue & Expenses](#)

IV. Communication from the Public

V. [Director's Report](#)

Library Statistics:

- November Circulation and library usage
 - November 2023 circulation of 4,648 was an increase of 172 checkouts compared to October 2023 and an increase of 296 compared to November 2022.
 - 1,703 individuals visited the library in November. This is a decrease of 154 compared to October 2023. It is an increase of 50 visitors compared to November 2022.
 - 96 individuals attended 14 passive adult library programs in November.
 - Library Patrons saved \$41,737 in November by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
 - 33 passport applications were processed
 - 3 Notary appointments
 - 153 patrons are now using the myLibro App
 - 6 Adventure passes were used saving patrons \$294.

1. Several can lights in the library have been replaced and immediately burned out. We are working with the electrician to find the issue.
2. The library's Giving Tree will support the Ronald McDonald House of Central Iowa this year. Donations can be left at the library from November 27-December 19.
3. The library had a craft activity at Light Up Polk City on December 1. Approximately 200 people attended.
4. The library is going to do the January winter reading program a bit differently this year. We are modeling our new program after a successful program in Des Moines. The 30x30x30 program encourages patrons to read 30 minutes a day for 30 days for a chance to win a \$30 gift certificate to Papa's Pizzeria. There will be prizes for adults and children.
5. The city held its goal setting meeting on November 29, 2023. Council members voted for their top 5 initiatives from lists compiled by council, mayor and city staff.
 - a. 1-2 years Goals:
 - i. 3rd & Broadway traffic signal
 - ii. Competitive Wages for Employees
 - iii. Regional Park Project/funding
 - iv. Downtown improvements
 - v. Library facilities/Rec Facility study
 - b. 3-10 years Goals:
 - i. Regional Park Construction
 - ii. Police Station/funding
 - iii. Library Expansion/rec center
 - iv. Communication plan/marketing strategy for PC (rebranding/bike community etc)
 - v. Commercial Development
6. On November 7, the referendum in Pella reverting library governance back to the city council failed. This was a ballot item being watched very closely by Iowa libraries.
7. The results of the Polk City city council election were verified November 29. Nick Otis, Rob Sarchet and Jeff Savage were elected for the open seats.
8. Friends of the Library got a \$3,000 grant from Polk County to help pay for the study pod being put in for the library.
9. [November Stats](#)

LIBRARY -NOVEMBER 2023 STATS SNAPSHOT	November 2022	November 2023	October 2023
Total Visitors	1,653	1,703	1,857
People Checking Out	371	357	407
Polk City Cardholders	311	312	347
Polk City Checkouts	2,929	2,791	2,697
Open Access Cardholders	27	17	24

Open Access Checkouts	201	180	191
Rural Cardholders	33	28	36
Rural Checkouts	295	458	438
Bridges E-book/Audiobook Checkouts	902	1,196	1,123
Outgoing ILL Books	25	23	27
Total Checkouts (incl. Bridges & Outgoing ILL)	4,352	4,648	4,476
Auto Renewals	628	698	496
Total Checkouts (adjusted for auto-renewal)	3,724	3,950	3,980
Incoming ILL Books	51	16	34
Reserves Placed	392	375	325
Materials Added	60	103	128
Materials Withdrawn	125	7	4
New Cards Issued	13	13	19
Computer Users	26	53	31
WiFi Users (on site)	342	467	521
AWE Station Usage	58	83	94
AWE Games Played	170	265	235
Adult Programs	33	26	29
Adult Program Attendance	206	180	231
Youth Programs	18	18	22
Youth Program Attendance	247	252	307
Tutoring	6	12	3
No. of Meeting Room Uses by Outside Groups	\$2	2	2
Patron Savings (physical materials only)	\$44,240	\$41,737	\$46,903
Passports	42	33	29
Blank Park Zoo Adventure Pass (\$60)	0	0	3

Science Center of Iowa Adventure Pass (\$60)	4	3	1
Botanical Gardens Adventure Pass (\$42)	1	1	0
Des Moines Children's Museum (\$36)	0	1	2
Reiman Gardens (\$36)	0	1	0
Iowa Arboreteum (\$22)	0	0	0
TOTAL ADVENTURE PASS SAVINGS	\$210	\$294	\$312
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 (Nov. 1-30)	98	550	535
Social Media Post Reach (Nov. 1-30)	2,385	2,518	1,909
New Social Media Followers(Nov. 1-30)	2	6	11
New Social Media Likes (Nov. 1-30)	5	NA	NA
Website Views	2,290	2,059	2,222

VI. Liaison report- none

VII. Board Education: Rod Bergren. Next month will be Lisa England.

Began talk at 6:41- Watched facility board education. Public libraries are city property, subject to city insurance. All city government policies such as smoking, drinking, etc fall under the library as well. If there are legal questions, the state law library is a source to get those answered. One of the main indications of prioritizing a library is keeping up with standard reports such as concrete fixes and repairing lights when they need to. The biggest thing is making capital improvements for buildings, which is hard for many libraries. Libraries are typically in the back of the list for where funds go, tend to get bumped. There are space utilization grants available to improve libraries, which was looked at in 2020.

When it comes to major decisions or closings throughout the city, the library can make its decisions independent of the city. Not all buildings must close at the same time. The director would notify the board in case of an early closure due to weather. The director is not aware of a disaster plan for Polk City. There is no clear cut directive on who has the final authority to close the library if the library board wants the library to close, but the city doesn't want the library to close. This has not been decided in the courts or been an issue in the past. Libraries can stay open in situations with no water. The library does not have a fire suppression system, so that doesn't come into play with

no water usage. The only people with keys should be emergency personal and library personnel. The director is currently working on a disaster preparation book that clearly lays out what to do in different emergency situations, but it is not completed.

Library wifi is available in the parking lot and outside of the building. There was a discussion about this being a public use for someone who could come use the library wifi outside of hours to do things like applying for jobs. There is also a public computer that has legal disclaimers that you cannot save files. The library has received notice that their wifi or computers have been used to illegally download media files from internet service providers three times in about seven years, so this isn't a common problem. It was discussed that a library cannot be cut off from wifi. Discussion was ended at 6:53.

VIII. Agenda Items

1. Review Tier Standard Section 4: Library Collections- reviewed
2. Approve [Resolution 2024-03L](#) setting per capita rate for communities wishing to contract library services from Polk City.

MOTION: A motion was made by Rod Bergren and seconded by Lisa England to approve.
MOTION PASSED unanimously.

3. Approve [library closures for 2024](#)

MOTION: A motion was made by Lisa England and seconded by Rod Bergren to approve with the changing of the date of March 31st to March 30th being closed due to an error.
MOTION PASSED unanimously.

4. Determine January 2024 meeting dates. Will meet on January 2nd.

IX. Adjourn

MOTION: A motion was made by Rod Bergren and seconded by Lisa England to approve.
MOTION PASSED unanimously.

Next Meeting January 2nd, 2024 at 6:30 P.M.

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