**AGENDA FOR POLK CITY LIBRARY BOARD MEETING**

**Polk City Community Library**

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

**Tuesday, February 5, 2024 at 6:30 pm**

I. Call to order

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve Meeting Agenda.

MOTION PASSED unanimously.

**Board Members Present:** Rod Bergren, Angie Conley, Sara Olson, Justin Young

**Board Members Absent:**  Lisa England

 **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 Angie Conley and seconded by Rod Bergren to approve.

MOTION PASSED unanimously.

III. Consent Items

1. Approve the [January 2024 Board Minutes](https://docs.google.com/document/d/1VImtbCmwAR1mnFyP24rnfLFg-eN4V1zwsGqUBvo-52s/edit?usp=sharing)
2. Approve December 2023 financial statements
	1. [December 2023 History](https://drive.google.com/file/d/1dIn-5JecIib4YXU2d4Uj3eU5kaL0NZMA/view?usp=sharing)
	2. [December 2023 Budget](https://drive.google.com/file/d/1qcbcZTs4k9zJcYLgwxttwhGIcuFyqQSE/view?usp=sharing)
	3. [December 2023 Revenue & Expenses](https://drive.google.com/file/d/1pbn7ZAwHtvpUnlNXNQtTqjXWOlsPhx--/view?usp=sharing)

IV. Communication from the Public

None present

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve.

MOTION PASSED unanimously.

V. Director’s Report

| **LIBRARY -JANUARY 2024 STATS SNAPSHOT** | **January 2023** | **January 2024** | **December 2023** |
| --- | --- | --- | --- |
| Total Visitors | 1,988 | 1,654 | 1,528 |
| People Checking Out | 333 | 375 | 334 |
| Polk City Cardholders | 289 | 325 | 292 |
| Polk City Checkouts | 2,732 | 2,750 | 2,288 |
| Open Access Cardholders | 20 | 17 | 15 |
| Open Access Checkouts | 180 | 212 | 163 |
| Rural Cardholders | 24 | 33 | 27 |
| Rural Checkouts | 215 | 340 | 298 |
| Bridges E-book/Audiobook Checkouts | 1,211 | 1,473 | 1,195 |
| Outgoing ILL Books | 43 | 30 | 23 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 4,381 | 4,805 | 3,967 |
| Auto Renewals | 455 | 558 | 591 |
| Total Checkouts (adjusted for auto-renewal) | 3,926 | 4,247 | 3,376 |
| Incoming ILL Books | 30 | 30 | 33 |
| Reserves Placed | 382 | 401 | 217 |
| Materials Added | 165 | 140 | 302 |
| Materials Withdrawn | 17 | 86 | 41 |
| New Cards Issued | 20 | 31 | 26 |
| Computer Users | 39 | 36 | 45 |
| WiFi Users (on site) | 316 | 517 | 477 |
| AWE Station Usage | 96 | 160 | not available |
| AWE Games Played | 297 | 268 | not available |
| Adult Programs | 32 | 23 | 24 |
| Adult Program Attendance | 268 | 167 | 180 |
| Youth Programs | 16 | 16 | 19 |
| Youth Program Attendance | 167 | 247 | 435 |
| Tutoring | 4 | 12 | 7 |
| No. of Meeting Room Uses by Outside Groups | 2 | 1 | 1 |
| Patron Savings (physical materials only) | $42,795 | $44,498 | $36,373 |
| Passports | 60 | 41 | 31 |
| Blank Park Zoo Adventure Pass ($60) | 1 |  | 0 |
| Science Center of Iowa Adventure Pass ($60) | 13 |  | 2 |
| Botanical Gardens Adventure Pass ($42) | 1 |  | 1 |
| Des Moines Children's Museum ($36) | 2 |  | 2 |
| Reiman Gardens ($36) | 1 |  | 1 |
| Iowa Arborateum ($22) | na |  | 0 |
| TOTAL ADVENTURE PASS SAVINGS | $316 |  | $270 |
| 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 (Jan. 1-31) | 267 | 1,107 | 396 |
| Social Media Post Reach (Jan. 1-31) | 2,163 | 2,740 | 2,703 |
| New Social Media Followers(Jan. 1-31) | 7 | unavailable | 2 |
| New Social Media Likes (Jan. 1-31) | 6 | 15 | 2 |
| Website Views | 3,507 | 2,908 | 1,761 |

Director spent the afternoon at the capital due to a scheduled hearing over SSB 3131. It was postponed due to overwhelming feedback from the public that was against the bill. There were three components:

1. Cities are currently required to assess a levy of 6 ¾ cents per 1000 to pay for library services. The bill was going to change the wording to “may” assess the levy, giving cities the option to back out. This would have an impact of closing a lot of small libraries across the state due to losing one funding source.
2. Library boards would become an advisory board instead of governing the library.
3. City councils would take control of the library and its physical space and materials starting in July 2025.

They have decided to strike the language to do away with levy change. They are going to change the language as well about the councils taking over control of physical spaces and materials. They intend to keep the change about boards would become advisory boards instead of governing the board.

Currently, every city council has the option to put this change in role up to a vote of the public. This change is possible, but isn’t being taken up. The one location this has happened to recently is in Pella where a vote was taken but it didn’t pass. The only two libraries in the state that are an advisory set up are North Liberty and Clive. The directors present talked to the legislators about city councils already having this option, so why change the law to force it if there isn’t a lot of interest? Librarians also stressed not turning libraries into a political place, as they want to be a free location for all. The director visited with Jeff Savage, the representative to the library board from city council, about a petition going out to city councils and mayors across the state to gauge interest amongst cities in this law change. February 16th is the first funnel date, so the bill must make it out of committee by then. The Iowa Library Associate told members that there is also a similar bill in the House that is planning to go forward if the senate file doesn’t go forward.

Senator Green was asked about what cities or areas are wanting to make this change. He said it was at the request of his constituents, but wouldn’t specify about what cities or councils were wanting to make this switch. Iowa had the second most bills introduced to change rules and laws around governing libraries in the U.S. during 2023.

Question asked about what the change/benefit would be to changing this system to the advisory system. The city council would then have to undergo library board training and hear messages about book reconsiderations and have final say over them. A library board would still be in place. Director shared how the library and council have a good working relationship and get along well, but it’s always a question looking forward to future councils. It was shared that the board will come up with consistent talking points and contact city council meetings.

Only 20 people did winter reading challenge this year.

Budget request for artist conception of new library addition was denied. Due to tax rollbacks, the city has lost funding. They are also cutting things for 2025 as well due to lower funds. The furnaces were inspected and it was determined that the fire department furnaces were of more important concern to replace. If there were to be a major issue, there are emergency funds.

Director went to the opening of the Grimes library.

One of the library pages participates in spring sports and will be graduating. The director would like to advertise now to have 4 pages instead of 3, but the new person would be geared towards helping fill the gaps of the current pages.

Friends of the library are having another puzzle competition on Saturday. The friends group was able to pick out the finishes for the new study pod and it should be ready to be ordered by the end of the month. It will likely be in pace in April. The current library software has a meeting room sign up feature, so there will be no additional purchasing for that. The director will write a policy for review at a future board meeting before the study pod is in use by the public. She will review and compare policies from neighboring libraries. There will also be a mending session on February 10th where you can come get buttons sewn on, pants mended and hemmed, for an optional to be donated to the library.

VI. Liaison report

The city council put out a call for architects to look at 3rd and Davis property.

Fiscal 2025 budget meeting recently happened. The new city hall/community center is going to hopefully be opened by July 1st.

VII. Board Education: Director reporting out on legislative changes. Took place from 6:32-6:56.

VIII. Agenda Items

1. Approve [Resolution 2024-04L](https://docs.google.com/document/d/1nVUZxUUJ1TK0UFoTxdT0wVcMfn80gOXr45HJPo_Yi0s/edit?usp=sharing) authorizing the disposal of obsolete computer equipment & furniture.

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve.

MOTION PASSED unanimously.

1. Approve [Resolution 2024-05L](https://docs.google.com/document/d/1zlii8koRR4CmRbAIw1cQHSnwiHSIw-sqLfvnFE0N3-M/edit?usp=sharing) hiring a youth services librarian. Due to going without an assistant director, there are some extra funds to allow them to shadow current person for 4 days.

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve.

MOTION PASSED unanimously.

1. Approve increasing Assistant Director, Jennifer Sturgeon’s, wage to $26.73 upon completion of 6 month performance review.

MOTION: A motion was made by Rod Bergren and seconded by Sara Olson to approve.

MOTION PASSED unanimously.

1. Review [Meeting Room Policy](https://docs.google.com/document/d/1C7h0keKhqrITSClnBkbfvyyOVGbhmCb22L6RUGej-kw/edit?usp=sharing) and [contract](https://docs.google.com/document/d/1K3ndDOqN0dyej3kKXNOGr9Wn2_75nlHwbYAGpBgiVs0/edit?usp=sharing). No changes were recommended.
2. Determine March Board Education- tour Grimes library in March, board education in April.

IX. Adjourn

MOTION: A motion was made by Sara Olson and seconded by Rod Bergren.

MOTION PASSED unanimously.

 Next Meeting Monday, March 4, 2024

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