**AGENDA FOR POLK CITY LIBRARY BOARD MEETING**

**Polk City Community Library**

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

**Tuesday, January 2, 2024 at 6:30 pm**

I. Call to order

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

MOTION PASSED unanimously.

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

**Board Members Absent:**  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 Rod Bergren to approve.

MOTION PASSED unanimously.

III. Consent Items

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

MOTION PASSED unanimously.

1. Approve the [December 2023 Board Minutes](https://drive.google.com/file/d/1lU43jKUaNl2926BjszIh7UP4SIXQVa6G/view?usp=sharing)
2. Approve November 2023 financial statements
   1. [November 2023 History](https://drive.google.com/file/d/1dfOgUmoQJb0i2cXWxFvz9ZM7fpEIj4or/view?usp=sharing)
   2. [November 2023 Budget](https://drive.google.com/file/d/1kFn5DFFSNMi4aEhTsUjQGdLc-O8WadLP/view?usp=sharing)- there were minor changes to expenses of DVD expenses, but it was fixed with things being put into the wrong month
   3. [November 2023 Revenue & Expenses](https://drive.google.com/file/d/1bpBU4gW3GLUk9ib9J9oT0o-vEbVGNu_D/view?usp=sharing)

IV. Communication from the Public

V. Director’s Report

1. December Stats

| **LIBRARY -DECEMBER 2023 STATS SNAPSHOT** | **December 2022** | **December 2023** | **November 2023** |
| --- | --- | --- | --- |
| Total Visitors | 1,533 | 1,528 | 1,703 |
| People Checking Out | 306 | 334 | 357 |
| Polk City Cardholders | 264 | 292 | 312 |
| Polk City Checkouts | 2,362 | 2,288 | 2,791 |
| Open Access Cardholders | 18 | 15 | 17 |
| Open Access Checkouts | 141 | 163 | 180 |
| Rural Cardholders | 24 | 27 | 28 |
| Rural Checkouts | 213 | 298 | 458 |
| Bridges E-book/Audiobook Checkouts | 963 | 1,195 | 1,196 |
| Outgoing ILL Books | 21 | 23 | 23 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 3,700 | 3,967 | 4,648 |
| Auto Renewals | 579 | 591 | 698 |
| Total Checkouts (adjusted for auto-renewal) | 3,121 | 3,376 | 3,950 |
| Incoming ILL Books | 26 | 33 | 16 |
| Reserves Placed | 260 | 217 | 375 |
| Materials Added | 110 | 302 | 103 |
| Materials Withdrawn | 8 | 41 | 7 |
| New Cards Issued | 19 | 26 | 13 |
| Computer Users | 30 | 45 | 53 |
| WiFi Users (on site) | 274 | 477 | 467 |
| AWE Station Usage | 43 | not available | 83 |
| AWE Games Played | 94 | not available | 265 |
| Adult Programs | 30 | 24 | 27 |
| Adult Program Attendance | 173 | 180 | 220 |
| Youth Programs | 18 | 19 | 19 |
| Youth Program Attendance | 458 | 435 | 258 |
| Tutoring | 4 | 7 | 12 |
| No. of Meeting Room Uses by Outside Groups | 1 | 1 | 2 |
| Patron Savings (physical materials only) | $34,564 | $36,373 | $41,737 |
| Passports | 54 | 31 | 33 |
| Blank Park Zoo Adventure Pass ($60) | 0 | not available | 0 |
| Science Center of Iowa Adventure Pass ($60) | 4 | not available | 3 |
| Botanical Gardens Adventure Pass ($42) | 2 | not available | 1 |
| Des Moines Children's Museum ($36) | 1 | not available | 1 |
| Reiman Gardens ($36) | 1 | not available | 1 |
| Iowa Arborateum ($22) | NA | not available | 0 |
| TOTAL ADVENTURE PASS SAVINGS | $314 | not available | $294 |
| 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 (Dec. 1-31) | 125 | 396 | 550 |
| Social Media Post Reach (Dec. 1-31) | 1,984 | 2,703 | 2,518 |
| New Social Media Followers(Dec. 1-31) | 3 | 2 | 6 |
| New Social Media Likes (Dec 1. 1-31) | 11 | 2 | NA |
| Website Views | 2,200 | 1,761 | 2,059 |

One staff member (Allison) has resigned and a job posting will be coming soon.

Every magazine will now be barcoded to save time at checkouts.

New rural patron rules started with the new year. There were a few things of negative feedback with patrons being removed from Ankeny use of Hoopla video viewing service.

New Puzzle Master competition coming at TCI next month.

1. FY24 Q2 Stats

VI. Liaison report

FY25 budget planning will begin soon. Mr. Savage wanted to know some feedback on liaison program between city council and library board. It was shared that some liaison members sought out a give and take format to share information back and forth between groups and that worked well. It was shared that it helped to have someone at each meeting, not just occasionally. Mr. Savage shared that he wants a lot of communication as well.

VII. Board Education: Lisa England

Start at 6:43- Lisa attended a meeting in December about fundraising for the sports complex. They hired a firm that come in and look at the population, demographics, surveys to citizens, and would it gains support from community. They would also feel out for where donors might come from. This was between 30 and 40 thousand dollars for one year or so of service. The park project has been scaled down from initial conception to about 15 to 16 million dollars. The goal of this would be to strategically plan out how much support there is.

It’s not preferred to have trustees on a board trying to raise money on a group like a foundation or friends of the library group. This isn’t necessarily banned and some places do that. If you do that, it would benefit to clearly write down roles and what expectations are for people. The friends of the park nonprofit group has about 4-5 core members. The library does have a friends group. Researching, it is beneficial to have two separate groups between friends and foundations. The friends group focuses on book sales and has membership dues. They had membership levels to raise money for purchasing of materials. These types of groups have been around 100 years or more. It’s good to involve the friends group and make them complementary to each other to avoid overlap. There have been things that are cooperative ventures to share software.

St. Paul had overlapping people between both groups. That way there is only one set of paperwork to file and it cuts down on time for people involved so that you get one group of people to donate time for one meeting.

It is recommended that you work with an attorney or accounting firm to set things up correctly. The library cannot pay fo the fees to set up such a group. It would take donations. Many places like Marion and Cedar Rapids have links to their friends groups right on the library website. The foundation deals more with big picture ideas of trying to deal with estates and other bigger amounts of money. Libraries are pretty good at fundraising initiatives due to high community use and being a touch point for so many people in the community. A library foundation can be a good source for donations due to tax benefits and people want to donate to a cause they use and support. The city of Marion and the foundation for their library helped raise a lot of money for their new building and raising over 2 million dollars. Trying to raise money for a new facility can include things like a naming campaign where you raise funds to name fireplaces, new rooms, or seeking corporate sponsors. That can also be a way businesses can get advertising through foundation newsletters and library mailing lists. Lisa is going to go to the next friends meeting. With the library board being separate from a foundation in most instances, it will not be a recurring agenda item for the library board.

The question was raised about having the friends start a foundation. It was agreed it is something to look into. Lisa discussed giving up her board seat to perhaps start a foundation. Bylaws would need to be written to set up rules, but it was discussed whether Lisa would need to give up her foundation seat.

Finish education at 7:02

VIII. Agenda Items

1. Discuss disposal of 5 chromebooks. They have not been used in three years, but director wanted to check with board before disposing. They will go on Gov Deals to be sold.
2. Approve [FY25 budget request](https://docs.google.com/spreadsheets/d/18Veaxq3Atdlh5nXYqNX1XFslG3s4YMrpiZq0Rf1kL9I/edit?usp=sharing)- budget requests due to January 5th. Revenue projections likely aren’t changing. Most people who rent room are non-profits. County grants are very hard to project, as last year it was projected to be 16,000 and it came in at 6,000. It depends on how much of your total circulation is done by rural patrons, so the director projected a similar amount. Passports were separated out into their own category. The library friends group gets the funds for people that pay for their passports through Venmo, so that is a big reason why revenue came in below expectations. This still brings in money and benefit the library and has the city’s blessing.

Proposed expenses are always harder. Salaries were based on a 5% increase. The director does not decide this or things with insurance, as it is done through the city. No one area had huge changes. A line item for repair and maintenance of equipment seeing a huge increase is due to furnaces being 20 years old. The city could do a budget amendment if one goes out to fix, but the director just wants to be cautious. The other big jump was for Etech fees. This is the company that does all of the city’s IT services. This deals with all updates to computers and wireless network. This is going up due to adding services to the circulation computers and patron use computers. The goal would also be to replace three computer stations that are all from 2017. Last year’s budget of $7,000 was insufficient due to needing to add staff computers to that service. Rod had talked to Etech last year about the services being provided. It will be put in as a budget request, but could be scaled back if need be. It was also recommended that the computers be switched to Office 365 suite at no change of cost. This would be in line with the rest of the city.

The only other thing not in the budget would be asking for fees for an architectural sketch of a proposed new building. Director will look into proposed cost and ask parks and recreation department who had done sketches for new sports complex to figure out possible cost. Other increases are trying to keep up with inflation. There is also a large spike in magazine/paper costs due to looking to add the Des Moines Register back in. This will be about $500 a year. The director shared that she has never spent her full budget and tries to be fiscally responsible.

MOTION: A motion was made by Rod Bergren and seconded by Lisa England to approve the budget with the additions of Etech fees and Des Moines Register subscription.

MOTION PASSED unanimously.

IX. Adjourn

MOTION: A motion was made by Rod Bergren and seconded by Lisa England to adjourn.

MOTION PASSED unanimously.

Next Meeting Monday, February 5, 2023

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