**POLK CITY LIBRARY BOARD MEETING NOTES**

**Polk City Community Library**

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

**Monday, October 2, 2023 at 6:30 pm**

I. Call to order – Meeting called to order by President Lisa England at 6:32pm.

II. Approval of the agenda

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, Lisa England

**Board Members Absent:**  None

**Library Director Present:**  Jamie Noack

**City Council Liaison Present:** None

**Guests Present:** None

III. Consent Items

MOTION: A motion was made by Sara Olson and seconded by Justin Young to approve Meeting Agenda.

MOTION PASSED unanimously.

1. Approve the [September 2023 Board Minutes](https://docs.google.com/document/d/1A0mTs-2WF5vil-Dc_I0v3EviBH3WTqpVzLbZe_pkW0E/edit?usp=sharing)
2. Approve August 2023 financial statements
   1. [August 2023 History](https://drive.google.com/file/d/1bDdzjmh34Vtmb8RgV8tksxuX7JtpQPys/view?usp=sharing)
   2. [August 2023 Budget](https://drive.google.com/file/d/10xFeprdFrSK3CUX0nxTliqgOjDIurDml/view?usp=sharing)
   3. [August 2023 Revenue & Expenses](https://drive.google.com/file/d/1EMEjUV1g3M0ClNKTGTYHzEdVmrbHYSSO/view?usp=sharing)

IV. Communication from the Public – None

V. [Director’s Report](https://docs.google.com/document/d/1NloOEQE0nZxBodCRmnavBiz6aH-N5uMgl0-myfSBM5U/edit?usp=sharing)

**Library Director’s Report**

**September 2023**

**Library Statistics**:

* September Circulation and library usage
  + September 2023 circulation of 4,565 was a decrease of 988 checkouts compared to August 2023 and an increase of 45 compared to September 2022.
  + 1,977 individuals visited the library in September. This is a decrease of 566 compared to August 2023. It is an increase of 138 visitors compared to September 2022.
  + 124 individuals attended 14 passive adult library programs in September.
  + Library Patrons saved $43,562 in September by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
  + 23 passport applications were processed
  + 147 patrons are now using the myLibro App
  + 19 Adventure passes were used saving patrons $994
* FY23 1st Quarter
  + Circulation: 16,805
  + Patron Savings: $172,738
  + Visitors: 7,579
  + 64 Adult programs with 477 attendees
  + 35 Youth programs with 1,122 attendees
  + Passports: 80
  + Adventure Passes: 94 passes used saving patrons $4,942
* Recommendations from the September 6 public input session regarding the Governor’s Boards & Commissions Review Committee’s recommendation to remove the governing authority of the Iowa Commission on Libraries
  + The state Commission for Libraries should continue to review the State Library of Iowa’s plan of service.
  + The state Commission for Libraries should continue to advise the Director of the Department of Administrative Services and the State Librarian.
  + The state Commission for Libraries rulemaking authority should be transferred to the Department of Administrative Services.
* Feedback regarding library foundations:
  + We have a Foundation. The group was formed 8 years before we even had a plan in place for the new building. It has been a huge frustration for me. The lines are really not clear on what their duties are and what they should ask of me and my staff. They do raise money but the amounts have been so little since they can’t really do large asks until the bond is passed.My recommendation to you is to make sure it is clear in writing what they expect from you and your staff. I know that even though it isn’t your ‘job’ to raise money, you will be involved. I also recommend that they become a separate 501c3 to protect the money from the city. We have a Friends group as well. The group has been around for decades. They have determined that though they support the new building, it isn’t in their mission to raise money for that or ‘get out the vote’. They want to remain just program based. It is really confusing for the public to have the two different entities. They don’t work well together and both are a source of frustration for me. It can be done well, it just hasn’t been my experience.
  + My Board was very proactive with this last building project and made sure we had an architect hired with a preliminary building plan in place, before we actually were able to start the process. They felt if they had the beginning in place it would be easier to say to the city (once they had funds) here you go; a project ready to go. And that is what happened. We got those plans in place with the architect and the city passed the Local Option Sales Tax and Services bond and the city said the first project would be the expansion project with the Library. In fact, the city used us as a selling point to pass LOSTS with the voters. The Library Board had funds left from the 2007-2008 in their T&A and used those funds to pay for the architectural fees to get things going.

We currently have a Foundation and a Friends group. The Friends were not formed till after the building project was completed though.

Traditionally Foundation groups are the organization to head fundraising for building projects. I have always been told that Foundations are for long-term projects and Friends groups are for smaller quicker projects. They raise money and spend it right away.

This last building project was in the middle of COVID (we began in 2020 and finished in 2021) The Foundation found that many organizations were not granting monies during this time. Their fundraising efforts did not raise much money because of this. We did receive the Carver Trust funds for $60,000 but that is the only large grant. And even local efforts did not gain much. Luckily LOSTS funds covered the project (3.6 Million)

The building project in 2007-2008 the Foundation had much better luck at local fundraising (I am told, I was not here yet). The Foundation raised a significant amount of money for the build. That project was built in conjunction with a new fire station on the same bond issue so the building project was limited because of the max they could bond for at that time. Although the Library did all the fundraising and the fire department did very little. They did a major donor drive, sold bricks (which are still at our entryway) and had other various fundraising events.

We had talked about hiring a fundraising company for this last expansion and then the Pandemic hit and blew everything up. I have heard of libraries doing this with success. Especially if your volunteer base is not versed in fundraising or inclined to take that on.

I would say the next steps most likely are to look at architects and begin a plan on how to fundraise in the community. MaryAnn probably has a list of building granting opportunities as well.

* Ankeny’s Friends/Foundation is the same group.  They had nothing to do with the building of the library, but they maintain the used bookstore, annual fundraiser appeal, and fundraising events (e.g. trivia night).  I appreciate the supplemental funds for the library budget (typically $30K-45K each year).
* The Friends of the Library book sale raised $556
* The school district has reached out asking us to provide access to our electronic resources as we have done in the past. I advised them that I was not sure this was going to be possible with the new legislation in place regarding school libraries. The resources that would be provided would not be filtered in any way. I advised the district’s librarian to consult with the school board and the district’s attorneys if she wanted to proceed.
* The library is facing some significant repair bills. The sidewalk concrete is sinking behind the building creating a tripping hazard. Concrete is eroding under the brick ledge by the front door. Public works is assessing the damage and will help obtain estimates. There is also a lot of broken concrete in the parking lot that will need to be addressed in the future.
* In September, we believe a rock was thrown from the mower of the company mowing the townhouses behind the library. We heard it, but didn’t think much of it. The next day, we discovered that the window was broken. Replacement glass has been ordered. Repair cost is $625.
* The fees we are being charged by the city for Etech services keep fluctuating. Prior to January 2023, I was never charged fees for Etech services which was an error on the city side. I was then told that my fees would be $85/month for each of the 3 computers we had covered under the contract. Extra fees would apply if we needed Etech to assist with non-covered equipment. I have had inconsistent billing since then with charges ranging from $225-$876.22. When I questioned this I was told there are additional charges for Managed network switch $25, Wireless access point $26.25, Manage g suite $41.43, & Valeo SaaS $133.81. These reflect the library’s share of the monthly expenses shared amongst all city departments. With our computer coverage this is a monthly total of $481.49. It appears that some months I was also billed $394.73 for the city server which we don’t access. This is being corrected going forward. I have asked the city clerk to look into the $41.43 for managing the G suite as we have our G Suite managed by Onix. We are the only city department that uses G Suites.
* The Polk City Fire Department is participating in story times this week as part of fire prevention month.
* The new assistant director, Jen Sturgeon, has received her notary certification and is completing training to become a passport acceptance agent. I am very pleased with her progress.
* We have made some changes to the way patrons register for library programs. The Whofi software provided by the State Library of Iowa added calendar and registration features which automatically populate into our state report each year. It is easier for patrons to navigate and a time-saver for staff since it allows us to create a calendar event in one location instead of 3 as we previously did (website, scheduling software, and Whofi). It also has meeting room reservation capabilities that we will be able to use when we get a study pod.
* The Friends of the Library are receiving a $5,000 donation from the Polk City Community Foundation for the study pod project.
* The Friends of the Library sponsored the train ride at Fall Fest on September 30. 220 kids rode the “library train” in 3.5 hours.
* The new copy machine has been ordered.
* Director Noack attended the state-wide Learning Circuit professional development training on September 28. The focus was on effective partnerships and community asset mapping. I believe this will be a good exercise for the Board to complete at a future meeting.
* Director Noack will be on vacation October 12-14.
* Allyson, Linda and Jamie will be doing the renewal training for our passport acceptance agent certification on October 24 & October 26.

1. [September Stats](https://docs.google.com/spreadsheets/d/1vh8xPx-rRz1qIzwCzRaFRxC8Lw39IpDdwcht48_6bew/edit?usp=sharing)

|  |  |  |  |
| --- | --- | --- | --- |
| **LIBRARY -SEPTEMBER 2023 STATS SNAPSHOT** | **September 2022** | **September 2023** | **August 2023** |
| Total Visitors | 1,839 | 1,977 | 2,543 |
| People Checking Out | 392 | 383 | 464 |
| Polk City Cardholders | 348 | 334 | 399 |
| Polk City Checkouts | 3,167 | 2,826 | 3,570 |
| Open Access Cardholders | 19 | 23 | 27 |
| Open Access Checkouts | 149 | 245 | 308 |
| Rural Cardholders | 25 | 26 | 38 |
| Rural Checkouts | 284 | 308 | 494 |
| Bridges E-book/Audiobook Checkouts | 893 | 1,149 | 1,156 |
| Outgoing ILL Books | 27 | 37 | 25 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 4,520 | 4,565 | 5,553 |
| Auto Renewals | 666 | 720 | 872 |
| Total Checkouts (adjusted for auto-renewal) | 3,854 | 3,845 | 4,681 |
| Incoming ILL Books | 25 | 29 | 47 |
| Reserves Placed | 343 | 374 | 321 |
| Materials Added | 140 | 125 | 113 |
| Materials Withdrawn | 40 | 133 | 1,248 |
| New Cards Issued | 32 | 23 | 24 |
| Computer Users | 31 | 36 | 30 |
| WiFi Users (on site) | 354 | 490 | 571 |
| AWE Station Usage | 209 | 70 | 125 |
| AWE Games Played | 277 | 187 | 319 |
| Adult Programs | 30 | 27 | 19 |
| Adult Program Attendance | 231 | 213 | 131 |
| Youth Programs | 10 | 15 | 0 |
| Youth Program Attendance | 226 | 417 | 0 |
| Tutoring | 0 | 2 | 15 |
| No. of Meeting Room Uses by Outside Groups | 3 | 3 | 5 |
| Patron Savings (physical materials only) | $47,156 | $43,562 | $57,756 |
| Passports | 26 | 23 | 32 |
| Blank Park Zoo Adventure Pass ($60) | 5 | 11 | 12 |
| Science Center of Iowa Adventure Pass ($60) | 3 | 2 | 9 |
| Botanical Gardens Adventure Pass ($42) | 2 | 2 | 4 |
| Des Moines Children's Museum ($36) | 0 | 0 | 5 |
| Reiman Gardens ($36) | 1 | 3 | 4 |
| Iowa Arborateum ($22) | NA | 1 | 0 |
| TOTAL ADVENTURE PASS SAVINGS | $454 | $994 | $1,752 |
| 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 (Sept. 1-30) | 97 | 543 | 328 |
| Social Media Post Reach (Sept. 1-30) | 1,105 | 3 | 1,716 |
| New Social Media Followers(Sept. 1-30) | not reported | 1 | 1 |
| New Social Media Likes (Sept. 1-30) | 10 | 14 | 10 |
| Website Views | 2,272 | 2,196 | 2,320 |

VI. Liaison report – None

VII. Board Education: Recap of Trustee Training from September 26, 2023 – 6:50pm – 7:20pm

VIII.  Agenda Items

1. Review Tier Standard Section 2: Library Management – reviewed.
2. Review [Public Comment Policy](https://docs.google.com/document/d/1PvY25iL6iyvvRDYDoyV7sj_kqA2Yp76TlhN-hmFZGU0/edit?usp=sharing) – reviewed; no changes recommended.
3. Approve revisions to the [Circulation Policy](https://docs.google.com/document/d/17pDj0PaEu0jE_vvke-FnMcwzuXvfAXkB8SGHmfpKh4I/edit?usp=sharing)

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

MOTION PASSED unanimously.

1. Approve [Library Clothing Allowance Policy](https://docs.google.com/document/d/19mwMFtGs-w_Gl7HqA3HWJtk3PB_-4_OoaXOJg6H2SmU/edit?usp=sharing)

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

MOTION PASSED unanimously.

1. Approve [FY23 State Report](https://drive.google.com/file/d/14eICEAi8DCMloNDgMU9lmnj6SbrVHuqZ/view?usp=sharing)

MOTION: A motion was made by Rod Bergren and seconded by Justin Young to approve FY23 State Report.

MOTION PASSED unanimously.

1. Approve closing the library on Saturday, October 21 due to fire department training burn on adjacent property. The library will remain open if the training is canceled by 5:00 p.m. on Thursday, October 19.

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

MOTION PASSED unanimously.

IX.  Adjourn – President Mart adjourned the meeting at 7:33pm.

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

MOTION PASSED unanimously.

Next Meeting Monday, November 7 at 6:30 pm

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