

**PELLA PUBLIC LIBRARY  
Board of Trustees Meeting  
February 14, 2012**

**I. Call To Order:**

President Jeff Sajdak called the meeting to order at 4:00 p.m. Board members present: Mary Barnes, Sarah Cottington, Bryce Dahm, Rebecca Manifold, Jeff Sajdak, Jeff Siewert, and Joan Van Hall. Library Director Wendy Street was also present.

**II. Recognition of Visitors and Visitor Comments:**

There were no visitors present or visitor comments to recognize.

**III. Approval of Agenda:**

Joan moved to approve the agenda as presented; Bruce seconded the motion. The motion was unanimously approved.

**IV. Disposition of Minutes:**

All Board members received the January minutes prior to the meeting. Rebecca moved to approve the minutes as presented; Mary seconded the motion. The minutes were unanimously approved.

**V. Approval of Bills:**

After some general discussion and questions regarding the monthly bills, Mary moved to approve the January Bills. Bruce seconded the motion. The bills were unanimously approved.

**VI. Unfinished Business:**

There was no unfinished business at this time.

**VI. New Business:**

**A. Pricing for Contracting Cities** - A resident from Swan was recently denied services from the Des Moines Library because the city of Swan has not contracted with a Public Library for library services. Further Background: There are four incorporated cities in Marion County who currently do not contract for library service, as they are required by law to do. They are Swan, Marysville, Harvey and Hamilton. The county auditor has informed those communities that they need a contract and provided them with a sample contract. They can contract with any library, and may not choose us, but we should be prepared to tell them what we would charge for a contract in case they approach us. Swan is the only community that has contacted our library. We also need to decide when and how we will stop serving the communities who don't have contracts.

**Options to consider:**

1. We can contract on a per capita basis.

- The average of city per capita support in our county is \$36.11. This is the pricing recommended by our Library Service Area, and is the pricing model used by libraries in Polk County.
- 75% of the average city per capita support in our county is \$27.08. This option is used in the NE counties in Iowa. The argument is that the libraries contracting for service don't have the convenience of having a library located in their town and therefore shouldn't have to pay as much.

- The county pays for library service for rural residents of the county using a formula that includes a base payment and a payment based on the previous year's circulation. If we translate that payment into a per capita amount, it works out to be \$6.82.
  - The Marion County average of city plus county per capita support is \$25.07.
  - Statewide average city per capita funding (FY10/11): \$33.06
  - Statewide average city per capita funding in towns of under 500 (FY10/11): \$26.86
  - City of Pella per capita funding (FY10/11): \$48.80
2. We could charge a flat fee per year, not based on per capita.
3. We could charge per circulation, based on the previous year's service to that city's residents.
- The Oskaloosa Public Library contracts with several small cities in Mahaska County. Their contracts are based on a per checkout fee, based on the previous year's usage. The current checkout fee is \$1.56 per item.
  - Newton also charges a per circulation charge, based on the previous year. Their current contract price is \$2.06 per circulation.

After weighing the above options and much discussion, Sarah made a motion to respond to Swan's request with a per capita flat fee of \$10.00. Bruce seconded this motion. The motion was unanimously approved.

**Six Month Update on Plan for Service** – Wendy provided the Board with a six month update on the Plan for Service and the current trends. Discussion was held. The trends which Wendy is concerned about include adult circulation continues to decline (this includes e-books and audio downloads) and the computer use (desktops) continues to decline. However, the wireless usage is not able to be measured at this time. Wendy is working with the Library IT to be able to monitor the wireless usage and capture this metric. DVD circulation is also down.

#### **VIII. President's Report and Announcements:**

The President had nothing to report.

#### **IX. Director's Report:**

- A. **Assistant Director Search:** The second applicant we offered the position to has also turned us down. We plan to re-advertise our Assistant Director position in March and hope we get a better pool of applicants. Mary Pommer (Human Resources) has suggested that we consider adding a residency requirement to the job description. After some discussion, the board liked the idea of adding a residency requirement and recommended adding the requirement of living within 20 minutes of the library to the Assistant Director's job position.
- B. **Budget News:** The City Council reviewed our budget request on February 9. The mayor questioned the need to continue to replace bulbs in the library's great room. He suggested replacing the fixtures so bulbs wouldn't be needed as often. Wendy will work with Jerry Byers, the building inspector, to see if this is feasible and what it will cost.
- C. **Endowment Interest:** The Pella Community Foundation reported \$716 of investment earnings on the Friends Endowment. The Friends of the Library voted at their January meeting to reinvest the \$716 rather than take a distribution.
- D. **Donated art prints:** Two original water colors by Wendell Mohr, an Iowa artist, were donated to us a couple of years ago. The donor estimated their value to be \$400 each, so we cataloged them and they have been circulating. A patron alerted Wendy to the fact that the artist passed

away recently and the value of his work has increased. Wendy contacted the gallery that handles his work and they confirmed that the two water colors are worth about \$1,500 each. The board recommended that this piece of art be removed from circulation and placed permanently within the library on display.

E. **County funding:** Here are the statistics on the number of items checked out from Marion County libraries by rural residents of the county during 2011:

- Bussey: 1,323 (2%)
- Knoxville: 27,090 (33%)
- Melcher-Dallas: 813 (1 %)
- Pella: 43,737 (54%)
- Webb-Shadle (Pleasantville): 8,525 (10%)

Pella was the only library to have a decrease from the 2010 statistics. (Last year we were the only library to have an increase.) The formula used to divide the county appropriation is \$3,000 base payment to each library and the remainder allocated according to the percentages shown above. The librarians are scheduled to meet with the Board of Supervisors on Feb. 13 at 8:30. If they appropriate \$80,000 for library service as they have for the past several years, our share would be \$38,100.

**F. Winter Reading Programs:** *Bag a Good Book*, a Winter Reading Program for Adults, will be held during the month of February. Participants fill out a review form for each book they read and are entered in weekly prize drawings. *Chill Out and Read* is the children's program. Children earn prizes for each hour of reading.

**G. State Funding:** Our state funding this year totaled \$8,030.68, compared to \$11,619.36 last year and \$13,177.88 the year before. The drop is due to legislative cuts in library funding. Next month, Wendy will report on how much of that money is already spent or encumbered and present ideas on how to spend the remainder.

**H. Upcoming Events:**

- Beginning computer classes are being offered this month on Tuesday afternoons.
- February 14 at 7 p.m.: L.E.M.M.I.N.G.S. Teen Advisory Board monthly program.
- February 16 at 10:15 a.m.: Genealogy club will meet in the Meeting Room.
- February 17 at 10:30 a.m.: Movie showing in the meeting room.
- February 28 at 4:00 p.m.: Stories and More for students in PreK- 5th grade.
- February 23 at 12:00 noon: The Brown Bag Book Club will discuss *Sing Them Home* by Stephanie Kallos.
- March 7 at 2:00 p.m: Learn about Shingles from Sarah Willoughby, Hy-Vee Pharmacist.
- March 8 at 10:15 a.m.: Beginner's Facebook class

**X. Committee reports:** The committees did not have anything to report.

**XI. Adjournment**

The meeting was adjourned at 4:52 p.m. The next regular meeting of the Library Board of Trustees will be March 13, 2012 at 4:00 p.m.