

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room, 1500 W. Broadway
Monday, May 3, 2021 at 6:30 pm

I. Call to order –Sara Olson called meeting to order at 6:30 pm.

II. Approval of the Agenda

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

MOTION PASSED unanimously.

<u>Board Members Present:</u>	Angie Conley, Sara Olson, Rod Bergren
<u>Board Members Absent:</u>	Corey Hoodjer, Lisa Mart
<u>Library Director Present:</u>	Jamie Noack
<u>City Council Liaison Present:</u>	Ron Anderson
<u>Guests Present:</u>	None

III. Consent Items

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

1. Approve the [April 2021 Board Minutes](#)
2. Approve March 2021 financial statements
 - a. [March 2021 History](#)
 - b. [March 2021 Budget](#)
 - c. [March 2021 Revenue & Expenses](#)

IV. Communication from the Public – None

V. Director's report

Library Director's Report
May 2021

Library Statistics:

- Circulation and library usage.
 - April 2021 circulation increased by 130checkouts compared to March 2021 and by 512 compared to April 2020.
 - Library Patrons saved \$31,664 in April by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 1,005 individuals visited the library in April.
 - 12 puzzles were borrowed from the puzzle exchange
 - 20 passport applications were processed
 - 0 Notary appointments
 - 6 Adventure Passes were used saving patrons \$254.

What's New:

- The library opened to the public without appointments on April 5.
- The library raised \$930 on National Library Giving Day. \$1130 was pledged; \$930 collected.
- A joint fundraising letter for the library and parks & recreation department was mailed to local businesses last month. To date the library has received \$1,900 in donations. Sponsors will receive a window clings for their business indicating their support of the library.

- The city received CARES money as part of pandemic relief. The money was distributed to the city departments in the amount of \$23,500 which we have to spend by the end of the fiscal year. We are looking at storage options, staff desks, new staff computers, Ancestry.com, etc.
- The new website has not yet gone live as we are waiting on some editing permissions.
- May is quiet program-wise so that we can finish preparing for summer.
- We are having trouble with our wireless router and are looking for the best option for replacing it and boosting its range within the library.
- We are recruiting our teen summer reading program volunteers
- We will have a summer reading registration kick-off at the May 27 farmer's market.
- We have created a summer reading program promotional video that will be shared with both elementary schools and we are sending them bookmarks with the programs listed to give to students
- The library will be sponsoring a Kids' Craft Table at the Concerts on the Course this summer. Polk City Women are going to help staff the tables.
- The Friends of the Library are going to have several events this summer
 - o Round-up Fundraiser at Fareway May 24-29
 - o free activity at the Police Night Out event on June 25
 - o Papa's Pizzeria/Fender's Fundraiser on July 10
 - o Pop Toss Fundraiser at the Four Seasons Mini-Fest on July 17

Upcoming Programs

May 5	Wednesday Book Club 7:00
May 6	Plant. Grow. Fly Zoom program with Blank Park Zoo 7:00
May 11	6th & up Book Clubs 4:00
May 13	Adult DIY: Washi Tape jars
May 18	K-2 Book Club 4:00
May 25	3rd-5th Book Club 4:00
May 27	Summer Reading Kickoff at Farmers Market 4-7

April 2021 Stats

LIBRARY -APRIL 2021 STATS SNAPSHOT	April 2020 (COVID-19)	April 2021 (COVID-19)	March 2021 (COVID-19)
Total Visitors	0	1,005	181
People Checking Out	244	249	232
Polk City Cardholders	215	214	201
Polk City Checkouts	1,618	1,979	1,878
Open Access Cardholders	15	14	12
Open Access Checkouts	196	180	143
Rural Cardholders	14	21	19
Rural Checkouts	91	238	201
Bridges E-book/Audiobook Checkouts	700	696	750
Outgoing ILL Books	4	28	19
Total Checkouts (incl. Bridges & Outgoing ILL)	2,609	3,121	2,991
Auto Renewals (began in September 2018)	NA	303	380

Total Checkouts (adjusted for auto-renewal)	2,609	2,818	2,611
Incoming ILL Books	1	16	23
Reserves Placed	1,948	910	1,245
Materials Added	107	208	447
Materials Withdrawn	8	46	178
New Cards Issued	8	6	16
Computer Users	0	20	3
WiFi Users (on site)-Whofi counter started end of 10/19	181	273	273
Reference Questions	0	1	0
AWE Station Usage	0	0	0
AWE Games Played	0	0	0
Adult Programs	12	22	25
Adult Program Attendance	60	115	167
Youth Programs	4	18	15
Youth Program Attendance	138	274	347
Tutoring	0	0	0
No. of Meeting Room Uses by Outside Groups	0	0	0
Patron Savings (physical materials only)	\$31,802	\$31,664	\$28,980
Blank Park Zoo Adventure Pass (\$44)	0	4	4
Science Center of Iowa Adventure Pass (\$44)	0	1	2
Botanical Gardens Adventure Pass (\$34)	0	1	1
Brenton Skating Plaza (\$46.50)	NA	NA	NA
Des Moines Children's Museum (\$36)	0	NA	NA
TOTAL ADVENTURE PASS SAVINGS	\$0.00	\$254	\$298
Summer Reading Signups (0-11) as of 7/31			
Summer Reading Signups (12-18) as of 7/31			
Adult Reading Participation as of 7/31			
Facebook Page Views (April 5-May 2)	377	103	133
Facebook Post Reach (April 5-May 2)	2,497	3,821	2,298
New Facebook PageFollowers(April 5-May 2)	18	2	14
New Facebook Page Likes (Apr 5-May 2)	17	2	16
Website Views	2,890	2,557	2,589

HyVee will build on ground across from Casey's (not a gas station, but a "mini-mart"); Bridgeview plat 2 continues to be developed; Kwik Star is starting to get ready to build out at the corner of Parker and Bridge Road, City is working on transportation to new Elementary School

VII. Board Education – None

VIII. Agenda Items

1. Review Tier Standards Section 5: Virtual Spaces
2. Review [Inclement Weather Policy-Emergency Policy](#) – reviewed; no changes
3. Approve [Resolution 2021-03L](#) authorizing the disposal of a podium, futon w/cushion, end table and table lamp.
MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to approve Resolution 2021-03L.
MOTION PASSED unanimously.
4. Discuss a plan for landscaping improvements behind the library.
Discussed 8th grade students will come to town to do community service; may utilize them to help clean up.
5. Determine next Board Education topic and presenter – Corey will do next month's Board Education

IX. Adjourn – Meeting adjourned at 6:55 pm.

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to adjourn meeting.
MOTION PASSED unanimously.

Next Meeting June 7, 2021 at 6:30 PM

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