

**POLK CITY LIBRARY BOARD MEETING NOTES**  
**Polk City Community Library Meeting Room**  
**1500 W. Broadway St., Polk City, IA**  
**Monday, August 2, 2021 at 6:30 pm**

**I. Call to order** – Lisa Mart called meeting to order at 6:31 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>	Rod Bergren, Angie Conley, Lisa Mart, Sara Olson
<u>Board Members Absent:</u>	Corey Hoodjer
<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 Sara Olson to accept the agenda, motion seconded by Rod Bergren to approve Consent Items.  
MOTION PASSED unanimously

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

**IV. Communication from the Public** – None

**V. Director's report**

**Library Director's Report**  
**July/August 2021**

**Library Statistics:**

- June Circulation and library usage
  - June 2021 circulation increased by 2,420 checkouts compared to May 2021 and by 3,129 compared to June 2020. Circulation decreased by 1,014 (approximately 16%) compared to June 2019 (pre-pandemic).
  - 3,227 individuals visited the library in June. This is an increase of 1,756 compared to May 2021. It is a decrease of 1,295 visitors (approximately 29%) compared to June 2019 (pre-pandemic).
  - Library Patrons saved \$71,561 in June by borrowing materials from the library versus purchasing them (does not include digital eBook/audiobook downloads or hotspot loans).
  - 18 passport applications were processed
  - 3 Notary appointments

- 38 Adventure Passes were used saving patrons \$1,568.
- July Circulation and library usage
  - July 2021 circulation decreased by 531 compared to June 2021 and increased by 2,007 compared to July 2020. Circulation was down 1,107 (approximately 18%) compared to July 2019 (pre-pandemic).
  - 2,501 individuals visited the library in July. This is a decrease of 726 compared to June 2021. It is a decrease of 1,420 (approximately 36%) compared to July 2019 (pre-pandemic).
  - Library patrons saved \$59,475 in July by borrowing materials from the library versus purchasing them (does not include digital eBook/audiobook downloads or hotspot loans).
  - 32 Passport applications were processed
  - 4 Notary appointments
  - 37 Adventure passes were used saving patrons \$1,534
- 4th Quarter (April-June)
  - Total visitors was 5,703 compared with 0 in 2020 and 9,401 in 2019.
  - Total Circulation was 11,296 compared with 7,187 in 2020 and 13,765 in 2019.
  - Total Patron Savings was \$139,318 compared with \$88,654 in 2020 and \$191,831 in 2019.
  - 51 Adventure Passes were used saving patrons \$2,110.
  - 61 Passports
- [Summer Reading Statistics](#)
  - 673 individuals registered for our summer reading program in 2021 compared to 693 in 2019 (345 in 2020).
  - Program attendance in 2021 was 3,923 vs 2,101 in 2019 (1,883 in 2020).

#### **What's New:**

- We have received a lot of positive feedback regarding our summer reading program. Pam and Melissa did an excellent job of providing safe, fun and educational programming.
- We had our first outdoor movie night on June 11. Over 20 families registered for the event, but only 21 people showed up for the movie.
- Our outdoor teen movie/activity night on July 9 was postponed due to weather and was held indoors on July 29 due to the heat and air quality. This was a combined effort with the library, park & rec, police and fire departments participating. We had 9 teens at the event.
- Due to low turnout at our movie events, we have decided not to have our August 6 movie night.
- We provided a craft tent at the three Concerts on the Course in June and July. The activities were a huge success with both kids and parents!
- Director Noack assisted with the Friends of the Library activity at the police department's Summer Kickoff event on June 25 and the city's golf tournament on July 16.
- Our summer reading program raised nearly \$700 for Blank Park Zoo.
- The Friends of the Library sponsored a pizza party today for the 15 summer reading volunteers.
- We have received our new staff computers and are working on getting everyone's set up.
- Current staff computers will be used to replace the oldest patron computers and one patron computer will be used to add a second circulation station at the desk. The rest of the computers will have hard drives wiped clean and sold on Govdeals.com along with obsolete printers, monitors, keyboards, staff desks, and a couple of miscellaneous items. New city policy does not require approval of disposed items if the value is less than \$3,000.
- Rich Taylor has stepped down from helping with our IT effective July 1. We are working with the city on a new solution.
- We will get a new phone system sometime this week.
- I had a minor work-related injury on the morning of July 14 when I crushed my right little finger in the hinge-side of the front library doors.
- Kwik Star has informed me that they will be donating \$1,000 to the library at their ribbon cutting ceremony on November 3.
- The Friends of the Library round-up at Fareway raised over \$1,300.
- The Friends of the Library fundraiser at Papa's Pizzeria and Fender's Brewing raised \$1,000.
- The Friends of the Library Ring Toss fundraiser at the Four Seasons Mini-fest raised nearly \$500.

- The State Library of Iowa is adding Brainfuse HelpNow (homework help) to its provided options for the next 3 years. We paid for this separately last year. It will be provided free to libraries for the first year and then will be part of the subscription service years 2-3. As of August 1, the State library no longer provides access to Gale databases, Transparent Language, Chilton Auto databases or Credo. They have yet to announce any replacements for these services.
- The State Library of Iowa began offering a second day of Iowa Shares delivery each week. We now have statewide delivery services on Monday & Wednesday, and local AEA delivery services on Tuesday & Thursday.
- The IMLS has implemented changes in how library programming is reported. We now need to break down reporting by ages (0-5, 6-11, 12-18, 19+ and general audiences) as well as whether the program was held on or off site. We can also no longer count passive programming such as coffee groups and sit-n-stitch that are not actual programs. We still plan to count these as part of our programs and attendance, but we can no longer count them in our annual report to the state. This will have a drastic impact on adult program statistics next year.
- I have talked with Brigett DeVos and Chelsea Huisman about the possibility of using the Polk City Community Foundation as the fiscal entity when it comes time to fundraise for a new library rather than trying to create a new foundation. Both agreed this was a good option but we have not talked with any Community Foundation members regarding this plan.
- We are in the process of hiring a library page to replace Addi Thomas who will go to college in a couple of weeks. A special board meeting may need to be held to approve the hiring. As of today, we have not received any applications.
- Starting this week, the library will be partnering with the Comet Cupboard. Individuals can stop by the library to pick up frozen/refrigerated Kum & Go sandwiches from our refrigerator.

#### June 2021 Stats

<b>LIBRARY -JUNE 2021 STATS SNAPSHOT</b>	<b>June 2019</b>	<b>June 2020 (COVID-19)</b>	<b>June 2021</b>	<b>May 2021</b>
Total Visitors	4,522	0	3,227	1,471
People Checking Out	618	231	459	286
Polk City Cardholders	546	192	408	250
Polk City Checkouts	5,810	1,210	4,642	2,211
Open Access Cardholders	35	19	20	16
Open Access Checkouts	578	178	235	258
Rural Cardholders	37	20	31	20
Rural Checkouts	441	174	497	219
Bridges E-book/Audiobook Checkouts	464	758	656	672
Outgoing ILL Books	23	0	25	24
Total Checkouts (incl. Bridges & Outgoing ILL)	7,316	2,320	6,055	3,384
Auto Renewals (began in September 2018)	853	0	606	355
Total Checkouts (adjusted for auto-renewal)	6,463	2,320	5,449	3,029
Incoming ILL Books	28	0	20	21
Reserves Placed	283	1,561	569	644

Materials Added	262	32	116	116
Materials Withdrawn	75	19	69	137
New Cards Issued	52	7	58	21
Computer Users	80	0	31	20
WiFi Users (on site)-Whofi counter started end of 10/19	38	163	577	371
Reference Questions	175	0	0	0
AWE Station Usage	242	0	150	0
AWE Games Played	788	0	317	0
Adult Programs	24	14	29	19
Adult Program Attendance	207	92	159	143
Youth Programs	14	3	49	4
Youth Program Attendance	930	150	1,314	171
Tutoring	56	0	0	0
No. of Meeting Room Uses by Outside Groups	1	0	0	0
Patron Savings (physical materials only)	\$89,478	\$28,151	\$71,561	\$36,093
Blank Park Zoo Adventure Pass (\$44)	10	0	16	4
Science Center of Iowa Adventure Pass (\$44)	4	0	11	1
Botanical Gardens Adventure Pass (\$34)	5	0	4	2
Brenton Skating Plaza (\$46.50)	NA	0	NA	NA
Des Moines Children's Museum (\$36)	3	0	3	0
Reiman Gardens (\$34)			\$4	
TOTAL ADVENTURE PASS SAVINGS	\$1,404.00	\$0.00	\$1,568	\$288
Summer Reading Signups (0-11) as of 6/30	491	164	459	
Summer Reading Signups (12-18) as of 6/30	82	38	44	
Adult Reading Participation as of 6/30	NA	113	166	
Facebook Page Views (June 3-June 30)		272	428	251
Facebook Post Reach (June 3-June 30)		2,843	3,531	18,803
New Facebook PageFollowers(June 3-June 30)		13	28	14
New Facebook Page Likes (June 3-June 30)		10	21	14
Website Views		2,510	3/22/37	new website

[July 2021 Stats](#)

<b>LIBRARY -JULY 2021 STATS SNAPSHOT</b>	<b>July 2019</b>	<b>July 2020 (COVID-19)</b>	<b>July 2021</b>	<b>June 2021</b>
Total Visitors	3,921	113	2,501	3,227
People Checking Out	632	295	478	459
Polk City Cardholders	544	256	426	408
Polk City Checkouts	5,588	1,967	4,434	4,642
Open Access Cardholders	44	19	24	20
Open Access Checkouts	558	244	185	235
Rural Cardholders	44	20	28	31
Rural Checkouts	528	209	325	497
Bridges E-book/Audiobook Checkouts	520	700	782	656
Outgoing ILL Books	20	2	15	25
Total Checkouts (incl. Bridges & Outgoing ILL)	7,214	3,122	5,741	6,055
Auto Renewals (began in September 2018)	1,189	211	823	606
Total Checkouts (adjusted for auto-renewal)	6,025	2,911	4,918	5,449
Incoming ILL Books	38	4	17	20
Reserves Placed	167	1,707	438	569
Materials Added	182	109	172	116
Materials Withdrawn	22	309	767	69
New Cards Issued	33	7	35	58
Computer Users	86	4	34	31
WiFi Users (on site)-Whofi counter started end of 10/19	42	207	340	577
Reference Questions	122	0	0	0
AWE Station Usage	212	0	206	150
AWE Games Played	636	0	480	317
Adult Programs	20	13	22	29
Adult Program Attendance	275	121	155	159
Youth Programs	11	11	44	48
Youth Program Attendance	689	848	1,682	1,314
Tutoring	76	0	0	0

No. of Meeting Room Uses by Outside Groups	4	0	0	0
Patron Savings (physical materials only)	\$79,175	\$35,587	\$59,475	\$71,561
Blank Park Zoo Adventure Pass (\$44)	14	6	13	16
Science Center of Iowa Adventure Pass (\$44)	13	0	14	11
Botanical Gardens Adventure Pass (\$34)	6	0	1	4
Brenton Skating Plaza (\$46.50)	NA	NA	NA	NA
Des Moines Children's Museum (\$36)	8	NA	3	3
Reiman Gardens (\$34)			6	4
TOTAL ADVENTURE PASS SAVINGS	\$2,088	\$264.00	\$1,534	\$1,568
Summer Reading Signups (0-11) as of 6/30	495	186	461	459
Summer Reading Signups (12-18) as of 6/30	84	39	44	44
Adult Reading Participation as of 6/30	114	120	168	166
Facebook Page Views (July 5-Aug 1)		283	289	428
Facebook Post Reach (July 5-Aug 1)		4,694	2,652	3,531
New Facebook PageFollowers(July 5-Aug 1)		19	21	28
New Facebook Page Likes (July 5-Aug 1)		18	16	21
Website Views		3,792	1,621	unavailable

#### Summer Reading Stats

Total Registered: 673  
     Birth-5yrs: 109  
     6-11yrs: 352  
     Teens: 44  
     Adults: 168  
 Total Number of Programs: 144  
 Total Program Participants: 3,923  
 Total Hours of Programming: 155  
 Total Volunteers: 15

#### **VI. Liaison Report** – Ron Anderson

City is looking into street changes where the new school is being built

#### **VII. Board Education:** Jamie Noack: Polk City Facilities Needs Assessment – 15 minutes of education

Jamie discussed the proposal for the proposed Polk City Facilities Needs Assessments

#### **VIII. Agenda Items**

1. Review Tier Standards Section 7: Library Programming & Community Relations – reviewed
2. [Review Notary Policy](#) – reviewed; no changes.
3. Approve adjustments to line items in FY22 budget by transferring \$1,500 from 001-410-6503 (DVDs) to 001-410-6500 (Bridges/Audio) and transferring \$500 from 001-410-6503 (DVDs) to 001-410-6511 (Bridges/eBooks).

MOTION: A motion was made by Rod Bergren and seconded by Sara Olson to approve adjustments to line items in FY22 budget by transferring \$1,500 from 001-410-6503 (DVDs) to 001-410-6500 (Bridges/Audio) and transferring \$500 from 001-410-6503 (DVDs) to 001-410-6511 (Bridges/eBooks).  
MOTION PASSED unanimously.

4. Approve change of library operating hours to M-W 9:00-7:00, Th 9:00-8:00, Fri 9:00-5:00 & Sat. 10:00-3:00.

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve changing library operating hours to M-W 9:00AM-7:00PM, Th 9:00am-8:00pm, F 9:00am-5:00pm, & Sat 10:00am-3:00pm.  
MOTION PASSED unanimously.

5. Approve installation of new carpet by Thielen Brothers Floor Company for the budgeted amount of \$21,998.80.

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve installation of new carpet by Thielen Brothers Floor Company for the budgeted amount of \$21,998.80.  
MOTION PASSED unanimously.

6. Approve closure of the library from October 4-October 10, 2021 for installation of new carpet

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve library closure from October 4-October 10, 2021 for carpet installation.  
MOTION PASSED unanimously.

7. Covid-19 Updates – Kids programming will remain outside as long as possible. Programming may return to online programming this fall and winter. Will continue to follow City policies regarding any Covid-19 related closures.

**IX. Adjourn** – Meeting adjourned at 7:22 pm.

MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to approve library closure from October 4-October 10, 2021 for carpet installation.  
MOTION PASSED unanimously.

Next Meeting Tuesday, September 7 at 6:30 PM

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