

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room
401 Booth St., Polk City, IA
Monday, November 1, 2021 at 6:30 pm

I. Call to order – Rod Bergren called meeting to order at 6:37pm.

II. Approval of the Agenda

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

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

III. Consent Items

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

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

IV. Communication from the Public – None

V. Director's report

Library Director's Report
October 2021

Library Statistics:

- October Circulation and library usage
 - October 2021 circulation decreased by 273 compared to September 2021 and increased by 275 compared to October 2020. Circulation was down 1,352 (approximately 26%) compared to October 2019 (pre-pandemic).
 - 1,395 individuals visited the library in October. This is a decrease of 263 compared to September 2021. It is a decrease of (approximately 52%) compared to October 2019 (pre-pandemic).
 - Library patrons saved \$35,108 in October by borrowing materials from the library versus purchasing them (does not include digital E-book/audiobook downloads or hotspot loans).
 - 23 Passport applications were processed
 - 1 Notary appointments
 - 5 Adventure passes were used saving patrons \$202
 - NOTE: Library was closed for one week for carpet installation.

What's New:

- We have begun the search for a new youth services librarian.
- On October 7, Director Noack gave a presentation on library operations to the Polk City Citizen's Academy. Attendees really enjoyed learning more about the library and how it operated.
- Director Noack will attend Kwik Star's Ribbon Cutting ceremony on November 3 at 1:00. Kwik Star will be making a \$1,000 donation to the library at this time. Board members are welcome to attend.
- Melissa Ulbrich will attend the 2021 Performer's Showcase in Harlan on November 3 in preparation for our 2022 summer reading program.
- The library will host a community book discussion on The Weapons of Math Destruction on November 4 at 6:30 pm.
- The storm water intakes were repaired at the library. The library received another invoice for \$2,579 for the concrete flume.
- The new phone system is in place at the library. We will have staff training on using them November 4.
- 3 new security cameras were installed outside the library (front door, back door, fireplace doors). These will be paid for with a grant received from the State Library of Iowa. We are down to just needing to add 2 more interior cameras (back of library, meeting room) to complete our plan.
- The Friends of the Library are purchasing a Play Table for the library.
- The Library's Giving Tree will benefit the Polk City Nursing and Rehabilitation Center this year. Donations will be collected November 22-December 16.

1. [October 2021 Stats](#)

LIBRARY -OCTOBER 2021 STATS SNAPSHOT	October 2019	October 2020 (COVID-19)	October 2021	September 2021
Total Visitors	2,920	61	1,395	1,658
People Checking Out	465	210	338	358
Polk City Cardholders	405	181	292	314
Polk City Checkouts	3,983	1,587	2,575	2,804
Open Access Cardholders	27	10	22	23
Open Access Checkouts	230	119	142	234
Rural Cardholders	33	19	24	21
Rural Checkouts	265	193	296	262
Bridges E-book/Audiobook Checkouts	661	612	779	764
Outgoing ILL Books	28	29	23	23
Total Checkouts (incl. Bridges & Outgoing ILL)	5,167	2,540	3,815	4,088
Auto Renewals (began in September 2018)	917	258	595	694
Total Checkouts (adjusted for auto-renewal)	4,250	2,282	3,220	3,394
Incoming ILL Books	40	20	14	27
Reserves Placed	274	1,354	393	404

Materials Added	169	104	90	131
Materials Withdrawn	1,039	117	1	396
New Cards Issued	13	9	21	25
Computer Users	71	0	17	12
WiFi Users (on site)-Whofi counter started end of 10/19	70	238	281	227
Reference Questions	30	0	25	1
AWE Station Usage	211	0	80	75
AWE Games Played	391	0	209	198
Adult Programs	33	29	28	35
Adult Program Attendance	297	136	195	218
Youth Programs	21	21	18	13
Youth Program Attendance	581	772	192	236
Tutoring	20	0	0	0
No. of Meeting Room Uses by Outside Groups	4	0	2	1
Patron Savings (physical materials only)	\$54,409	27,271	\$35,108	\$41,775
Passports	NA	NA	23	26
Blank Park Zoo Adventure Pass (\$44)	3	3	2	5
Science Center of Iowa Adventure Pass (\$44)	3	0	1	4
Botanical Gardens Adventure Pass (\$34)	1	1	1	1
Brenton Skating Plaza (\$46.50)	NA	NA	NA	NA
Des Moines Children's Museum (\$36)	1	NA	1	1
Reiman Gardens (\$34)	NA	NA	0	0
TOTAL ADVENTURE PASS SAVINGS	\$385	\$166	\$202	\$466
Summer Reading Signups (0-11) as of 6/30				
Summer Reading Signups (12-18) as of 6/30				
Adult Reading Participation as of 6/30				
Facebook Page Views (Oct. 1-31)		182	303	152
Facebook Post Reach (Oct. 1-31)		2,228	7,525	8,727
New Facebook PageFollowers(Oct 1-31)		12	9	10
New Facebook Page Likes (Oct 1-31)		13	7	9
Website Views		3,111	1,067	1,107

VI. Liaison report - None

VII. Board Education – None

VIII. Agenda Items

1. Approve [payment in the amount of \\$22,310.40 to Thielen Brothers for library carpeting.](#)
MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve payment in the amount of \$22,310.40 to Thielen Brothers for library carpeting.
MOTION PASSED unanimously.
2. Approve [Resolution 2021-05L](#) authorizing the hire of a Library Page.
MOTION: A motion was made by Lisa Mart and seconded by Sara Olson to approve Resolution 2021-05L authorizing new hire after posting the job for 10 days.
MOTION PASSED unanimously.
3. Approve [Resolution 2021-06L](#) authorizing the hire of an Assistant Director.
MOTION: A motion was made by Lisa Mart and seconded by Sara Olson to approve Resolution 2021-06L authorizing hire of an Assistant Director.
MOTION PASSED unanimously.
4. Review [Reconsideration of Materials Policy](#) – reviewed; no changes
5. Approve option to waive December meeting if there is no new business.
MOTION: A motion was made by Angie Conley and seconded by Lisa Mart to approve waiving December meeting.
MOTION PASSED unanimously.
6. Covid-19 Updates

IX. Adjourn – meeting adjourned at 6:53pm.

MOTION: A motion was made by Angie Conley and seconded by Lisa Mart to approve meeting adjournment.
MOTION PASSED unanimously.

Next Meeting Monday, December 6, 2021

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