**POLK CITY LIBRARY BOARD MEETING NOTES**

**Polk City Community Library**

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

**Monday, April 3, 2023 at 6:30 pm**

I. Call to order – President England called meeting to order at 6:32pm.

II. Approval of the agenda

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

MOTION PASSED unanimously.

**Board Members Present:** Rod Bergren, Angie Conley, Corey Hoodjer, Lisa England, Sara Olson

**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 Angie Conley to approve Consent Items.

MOTION PASSED unanimously.

1. Approve the [March 2023 Board Minutes](https://docs.google.com/document/d/10EF5kqr6DLtrgfDrH3LfCP3utp4Gmucq8eTXh7yktKY/edit?usp=sharing)
2. Approve the [March 2023 Special Board Meeting Minutes](https://docs.google.com/document/d/1Vz43NG8J4coHwuP24z1na5su_Yh7G9ykuEFNDA6qtLo/edit?usp=sharing)
3. Approve February 2023 financial statements
	1. [February 2023 History](https://drive.google.com/file/d/1lfMhZRljc4L1dFiTHtDkXN9xfqjufsfG/view?usp=sharing)
	2. [February 2023 Budget](https://drive.google.com/file/d/17L5ALrJ7UN5tDXLrRFtTxa3UorHSbg7l/view?usp=sharing)
	3. [February 2023 Revenue & Expenses](https://drive.google.com/file/d/1wvUjO8dVAhEmlxNmT6iEwPZwD3Xxi0Qz/view?usp=sharing)

IV. Communication from the Public – None

V. [Director’s Report](https://docs.google.com/document/d/1DX0aPsWvNFB36h6FllNjWznzbQQP-bxssYnsAN07Av8/edit?usp=sharing)

**Library Director’s Report**

**March 2023**

**Library Statistics**:

* March Circulation and library usage
	+ March 2023 circulation of 4,996 was an increase of 586 checkouts compared to February 2023 and an increase of 729 compared to March 2022 (17% increase). It is a 2.6% increase from March 2019.
		- In March 2022, ebooks/audiobooks accounted for 10.3% of circulation. In March 2023, ebooks/audiobooks accounted for 23.5% of circulation.
	+ 2,196 individuals visited the library in March. This is an increase of 371 compared to February 2023. It is an increase of 256 visitors compared to March 2022 (13% increase). It is a 10.6% decrease from March 2019.
	+ Library Patrons saved $49,402 in March by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads,hotspot loans or Adventure Passes).
	+ 51  passport applications were processed
	+ 16 Notary appointments
	+ 16 Adventure passes were used saving patrons $656.
* Third Quarter Statistics
	+ FY23-Q3 had 6,009 visitors compared to FY22-Q3 with 4,808 (25% increase).
	+ FY23-Q3 had 13,787 checkouts compared to FY22-Q3 with 11,642 (18.4% increase).
		- FY23-Q3 had a 12.7% increase in physical circulation from FY22-Q3.
		- FY23-Q3 had a 39.1% increase in ebook/audiobook circulation from FY22-Q3.
	+ Library Patrons saved $134,614 in FY23-Q3 compared to $118,208 in FY22-Q3 (does not include value of ebooks/audiobooks, hotspots or Adventure Passes)
* The city has started assessing monthly fees for the time clock software (Easy Login) to the departments. The library has also just recently been assessed their monthly fees for Etech. This is going to have a large impact on our budget, specifically the technology service line item.
* We were finally able to figure out how to get our monthly newsletter sent to all library patrons. Attendance at our programs has increased substantially.
* 95 patrons are using the myLibro app.
* During Spring Break, the library had extra youth activities which were well-attended.
* March 4 is National Library Giving Day. The library has received several donations already.
* The Friends of the Library will have their quarterly meeting on Wednesday, April 12 at 6:30 pm.
* The Friends of the Library will have an activity at the Earth Day 5K event on April 22.
* The Polk County Library Association (MAR) has decided to return to monthly meetings. We met monthly prior to 2020 and have been meeting quarterly for the last 18 months.
* City department heads are meeting weekly to plan for RAGBRAI. Director Noack is on the Volunteer committee along with the mayor and city manager.
* We did have a parent verbally complain about a book used in our 3-5 grade book club. No further communication has been received.
1. [March 2023 Stats](https://docs.google.com/spreadsheets/d/1eT0orGFwA4YPJsEH_DDJvNt1Z4ZBbcF4CtP5He5A2h4/edit?usp=sharing)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LIBRARY -March 2023 STATS SNAPSHOT** | **March 2022** | **March 2023** | **February 2023** | **FY23 3rd Quarter** |
| Total Visitors | 1,940 | 2,196 | 1,825 | 6,009 |
| People Checking Out | 347 | 413 | 357 | 1,103 |
| Polk City Cardholders | 312 | 358 | 304 | 951 |
| Polk City Checkouts | 3,009 | 3,317 | 2,793 | 8,842 |
| Open Access Cardholders | 15 | 26 | 27 | 73 |
| Open Access Checkouts | 144 | 224 | 237 | 641 |
| Rural Cardholders | 20 | 29 | 26 | 79 |
| Rural Checkouts | 229 | 238 | 203 | 656 |
| Bridges E-book/Audiobook Checkouts | 845 | 1,174 | 1,146 | 3,531 |
| Outgoing ILL Books | 40 | 43 | 31 | 117 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 4,267 | 4,996 | 4,410 | 13,787 |
| Auto Renewals  | 509 | 636 | 568 | 1,659 |
| Total Checkouts (adjusted for auto-renewal) | 3,758 | 4,360 | 3,842 | 12,128 |
| Incoming ILL Books | 29 | 50 | 30 | 110 |
| Reserves Placed | 308 | 327 | 282 | 991 |
| Materials Added | 87 | 202 | 178 | 545 |
| Materials Withdrawn | 756 | 19 | 62 | 98 |
| New Cards Issued | 10 | 26 | 19 | 65 |
| Computer Users | 48 | 42 | 33 | 114 |
| WiFi Users (on site) | 294 | 407 | 311 | 1,034 |
| AWE Station Usage | 107 | 80 | 104 | 280 |
| AWE Games Played | 297 | 166 | 344 | 807 |
| Adult Programs | 38 | 36 | 30 | 98 |
| Adult Program Attendance | 250 | 289 | 201 | 758 |
| Youth Programs | 17 | 17 | 23 | 56 |
| Youth Program Attendance | 205 | 252 | 432 | 851 |
| Tutoring | 0 | 4 | 2 | 10 |
| No. of Meeting Room Uses by Outside Groups | $1 | 1 | 2 | 5 |
| Patron Savings (physical materials only) | $44,386 | $49,402 | $42,417 | $134,614 |
| Passports | 58 | 51 | 33 | 144 |
| Blank Park Zoo Adventure Pass ($44) |  | 2 | 0 | 3 |
| Science Center of Iowa Adventure Pass ($44) | 2 | 9 | 5 | 17 |
| Botanical Gardens Adventure Pass ($34) | 3 | 4 | 1 | 6 |
| Des Moines Children's Museum ($36) | 4 | 1 | 1 | 4 |
| Reiman Gardens ($34) | 1 | 0 | 0 | 1 |
| TOTAL ADVENTURE PASS SAVINGS | $462 | $656 | $290 | $1,262 |
| 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 |  |  |  |  |
| Social Media Page Views (March 1-31) | 79 | 548 | 537 |  |
| Social Media Post Reach (March 1-31) | 1,209 | 2,031 | 1,935 |  |
| New Social Media Followers(March 1-31) | 20 | 18 | 11 |  |
| New Social Media Likes (March 1-31) | 18 | 16 | 5 |  |
| Website Views  | 2,027 | 3,197 | 2,624 |  |

VI. Liaison report – None

VII. Board Education: None

VIII.  Agenda Items

1. Review Tier Standards-Section 4: Library Collections; reviewed
2. Review [Equipment & Library Furnishing Policy](https://docs.google.com/document/d/1sfz1hPtcvmywlYBJlkfVuQWYXK5jNek9z8lNQFlH7cU/edit?usp=sharing); reviewed
3. Approve revisions to [Collection Development Policy](https://docs.google.com/document/d/1fFRwC-egWpkkd35xGxSUN-ND929rPexbwLW8TmJ7eFw/edit?usp=sharing)

Policy changes were discussed, and will be voted on at a future meeting.

1. Approve revisions to [Reconsideration Policy](https://docs.google.com/document/d/1OYNVGHGWELZ0PaDeVSKmABZ9r5xkJimOTEK-t4XOIH0/edit?usp=sharing)

Policy changes were discussed, and will be voted on at a future meeting.

1. Approve hourly wage increase to $22.56 for Allyson Reister per 6-month evaluation

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve increasing hourly wage increase to $22.56 for Allyson Reister per 6-month evaluation.

MOTION PASSED unanimously.

IX.  Adjourn – President England adjourned meeting at 7:09pm.

MOTION: A motion was made by Corey Hoodjer and seconded by Sara Olson to approve Meeting Adjournment.

MOTION PASSED unanimously.

Next Meeting Monday, May 1, 2023

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