**AGENDA FOR POLK CITY LIBRARY BOARD MEETING**

**Polk City Community Library**

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

**Monday, August 7, 2023 at 6:30 pm**

1. Call to order – Lisa called the meeting to order at 6:30pm
   1. Board Members Present: Lisa Mart, Sara Olson, Rod Bergren, Justin Young
   2. Board Members Absent: Angie Conley

II. Approval of the agenda Rod made a motion to approve the agenda, Sara seconded it. Motion passed unanimously.

III. Consent Items Sara made a motion to approve the consent items, Rod seconded it. Motion passed unanimously.

1. Approve the [June 2023 Board Minutes](https://drive.google.com/file/d/1oo1wr6BTfkVUhN3ADjfOM1pEknWk8-rI/view?usp=sharing)
2. Approve the [July 2023 Special Session Minutes](https://docs.google.com/document/d/1FBotcLQQQZ-DrUj0GXPGVgSTE2iNM_lZV5OFhyCz7Y8/edit?usp=sharing)
3. Approve March 2023 financial statements
   1. [March 2023 History](https://drive.google.com/file/d/1-SHpx-4Urh_baniqBewbj6oLJX7ALnc-/view?usp=sharing)
   2. [March 2023 Budget](https://drive.google.com/file/d/1PDyUqIP5ok6OjFvMOPUQMsAFbzPcF0dZ/view?usp=sharing)
   3. [March 2023 Revenue & Expenses](https://drive.google.com/file/d/10ZOMqO0aOYpQZ9Qsp4LA1cNJhz2fIkmY/view?usp=sharing)
4. Approve May 2023 financial statements
   1. [May 2023 History](https://drive.google.com/file/d/1kkj77Sr0ALxLTMgsAXTZ1dOOTm0DKsRo/view?usp=sharing)
   2. [May 2023 Budget](https://drive.google.com/file/d/1kc-zRCi-7zQF-0zApui4V2pCV_7NbuJX/view?usp=sharing)
   3. [May 2023 Revenue & Expenses](https://drive.google.com/file/d/1K3a7MPcdxJobb8qvKjobGE4ycpbZHSId/view?usp=sharing)
5. Approve June 2023 financial statements.
   1. [June 2023 History](https://drive.google.com/file/d/1ESraaC97KL0A5_Y20TcMfBW-b0ah84-F/view?usp=sharing)
   2. [June 2023 Budget](https://drive.google.com/file/d/1F4DN3Ti6UjGqJoWeufc4s4RYr8NUhVUI/view?usp=sharing)
   3. [June 2023 Revenue & Expenses](https://drive.google.com/file/d/1C-MekpEsYPC-GLesZAhgMkwpX5Ct2Z8p/view?usp=sharing)

IV. Communication from the Public - None

V. [Director’s Report](https://docs.google.com/document/d/1bY_7jMJLQ0YPJ2uDsLjteRawykaQqXpw3AdLDDXFZBk/edit?usp=sharing)

1. [June 2023 Stats](https://docs.google.com/spreadsheets/d/1YPeK2vZMwitEiLd8IPbW0URJ-yxtx3etKiwOQoypQfs/edit?usp=sharing)
2. [July 2023 Stats](https://docs.google.com/spreadsheets/d/1BaUZqF2bD_hoxCqgRcJRwEvzCcj5S2pFFSMShfpzRew/edit?usp=sharing)

**Library Statistics:**

* June Circulation and library usage
  + June 2023 circulation of 6,878 was an increase of 2,050 checkouts compared to May 2023 and an increase of 343 compared to June 2022.
  + 3,657 individuals visited the library in June. This is an increase of 1,686 compared to May 2023. It is an increase of 280 visitors compared to June 2022. An additional 558 individuals attended library programs held off-site.
  + 1,563 individuals attended library programs in June.
  + Library Patrons saved $78,384 in June by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
  + 25 passport applications were processed.
  + 27 Adventure passes were used, saving patrons $1,502.
* FY23 Summary
  + 58,121 items were borrowed from the library, including digital materials. This is an increase of 5,591.
  + 25,544 individuals visited the library. This is an increase of 3,228 from FY22.
  + 7,567 individuals attended our 548 programs. In FY 22, 7,214 individuals attended 551 programs. This is an increase of 353 people.
  + We accepted 498 passport applications. This is an increase of 63 applications from FY22.
  + 681 Adventure Passes were used to save patrons $7,972 compared to 597 Passes valued at $6,608 in FY22.
  + Patrons saved $586,705 by borrowing books, magazines, and movies from the library compared to $539,611 in FY22.
* July Circulation and library usage
  + July 2023 circulation of 6,687 was a decrease of 191 checkouts compared to June 2023 and an increase of 600 compared to July 2022.
  + 3,059 individuals visited the library in July. This is a decrease of 598 compared to June 2023. It is an increase of 135 visitors compared to July 2022. An additional 397 individuals attended library programs held off-site.
  + 838 individuals attended library programs in July.
  + Library Patrons saved $71,420 in July by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
  + 25 passport applications were processed.
  + 41 Adventure passes were used saving patrons $2,196.
* Summer Reading (June 1-July 31)
  + 101 programs were held.
  + 2,401 program attendees
  + Adults read 458 books.
  + Children ages Birth-5 read 7.640 books.
  + Youth ages 6-17 read for 3,770 hours.

We had 530 individuals sign up for our summer reading program.

* 130 patrons are using the myLibro app.
* The library ended FY23 approximately $19,000 under budget.
* We are weeding items that have not circulated in 3-5 years. The items will be placed on the Friends of the Library book sale September 16.
* Director Noack will use vacation August 14-18.
* Library carpets and hard floors will be professionally cleaned in late August.

VI. Liaison report - None

VII. Board Education: Jamie Noack: [Polk County 28E agreement](https://drive.google.com/file/d/1LpqQQJfN5Tv4Rewfw412FrkGkgYpSq86/view?usp=sharing)

The next Board Education will be Sara Olson on Library Foundations.

Director Noack went over the contract. The Polk County Board of Supervisors will ideally review this contract at a meeting in August.

VIII. Agenda Items

1. Review Tier Standard Section 7: Library Programming & Community Relations – Director Noack went over the Tier Standards Section 7: Library Programming & Community Relations that the Polk City Library has and is meeting.
2. Review Tier Standard Section 8: Library Facility – Director Noack went over the Tier Standard Section 8 standards that the Polk City Library has and is currently meeting. The Polk City library, due to its limited size, is close to not having enough chairs or non-public workspaces.
3. Review [Programming Policy](https://docs.google.com/document/d/1PzkbVBFAoiuzaF2tLrgmXrT7UXdYJp61TxpCK0LZ6x0/edit?usp=sharing) – Director Noack reviewed the Programming Policy, no changes needed.
4. Discuss County-wide Trustee Training on September 26 – County Wide Trustees Training on September 26, 2023 – “Accreditation and the Role of the Trustees”. – Maryann Mori, State Library of Iowa
5. Review [Strategic Plan](https://docs.google.com/document/d/11cKnKdtIMUqLdRtcME9kH7fKsq884yS8Eb8GvuRhhj4/edit?usp=sharing) & discuss next steps – Director Noack went over our current Strategic plan. A detailed discussion about library size and the need for more space. Lisa England will reach out to other libraries about their new and additional projects, Sara Olson will view a Board Education on Library Foundations. Justin Young will do research on

IX. Adjourn – Rod made the motion to approve adjournment and Justin seconded. Motion passed unanimously.

Next Meeting September 5th at 6:30 pm

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