**POLK CITY LIBRARY BOARD MEETING NOTES**

**Polk City Community Library**

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

**Monday, June 5, 2023 at 6:30 pm**

I. Call to Order – President Mart called meeting to order at 6:30pm.

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.

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

**Board Members Absent:**  Corey Hoodjer

 **Library Director Present:**  Jamie Noack

 **City Council Liaison Present:** None

**Guests Present:** None

III. Consent Items

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

MOTION PASSED unanimously.

1. Approve the [May 2023 Board Minutes](https://drive.google.com/file/d/1q02v5I0EnuZcrjH8nZLQAhrBNIOVZTT3/view?usp=sharing)
2. Approve April 2023 financial statements
	1. [April 2023 History](https://drive.google.com/file/d/10wCSo2G3mSOgfanAp-GDhVDfixCqSA9f/view?usp=sharing)
	2. [April 2023 Budget](https://drive.google.com/file/d/1umWwvvzB1uokhLBrWqOi_2ETnPiOg6w3/view?usp=sharing)
	3. [April 2023 Revenue & Expenses](https://drive.google.com/file/d/1zcj6g8Z7t7SJUzdM1UFF9iZ55qiE890u/view?usp=sharing)

IV. Communication from the Public – None

V. [Director’s Report](https://docs.google.com/document/d/18m37s_MiMf4Fhth_T67pWy5H41hkVzTbTJM2Lc_wzYI/edit?usp=sharing)

**Library Director’s Report**

**May 2023**

**Library Statistics**:

* May Circulation and library usage
	+ May 2023 circulation of 4,828 was an increase of 872 checkouts compared to April 2023 and an increase of 623 compared to May 2022.
	+ 1,971 individuals visited the library in May. This is an increase of 336 compared to April 2023. It is a decrease of 68 visitors compared to May 2022.
	+ Library Patrons saved $48,005 in Mayl by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
	+ 32  passport applications were processed
	+ 13 Adventure passes were used saving patrons $542.
* Assistant Director, Melissa Ulbrich, made the sudden decision to retire. Her last day was May 23.
* I have interviews scheduled for the assistant director position during the week of June 12.
* We had 192 people sign up for our summer reading program during our kickoff event on the Square, May 25. As of May 31, we had 300 people signed up.
* Summer Reading programming began today, June 5.
* The library and city hall have both been contacted by a First Amendment Auditor who says he will be visiting our facilities in the near future. Staff has been educated on how to interact with them.
* The Polk County Library Association and the Polk County Board of Supervisors are still negotiating a new 3-year contract to provide library services to rural Polk County residents. The current agreement expires on June 30, 2023. The county is proposing a $0 increase to their funding for libraries for 3 years. Libraries have said no increased funding will result in additional restrictions to service for rural residents.
* 111 patrons are using the myLibro app.
1. [May 2023 Stats](https://docs.google.com/spreadsheets/d/1iBUNQLWazhAk1dQX1E2YjNlhsSJ4g0lqxFPXVLK1dIM/edit?usp=sharing)

|  |  |  |  |
| --- | --- | --- | --- |
| **LIBRARY -MAY 2023 STATS SNAPSHOT** | **May 2022** | **May 2023** | **April 2023** |
| Total Visitors | 2,039 | 1,971 | 1,635 |
| People Checking Out | 361 | 379 | 373 |
| Polk City Cardholders | 321 | 323 | 326 |
| Polk City Checkouts | 2,844 | 3,090 | 2,475 |
| Open Access Cardholders | 18 | 22 | 19 |
| Open Access Checkouts | 211 | 173 | 150 |
| Rural Cardholders | 22 | 34 | 28 |
| Rural Checkouts | 229 | 349 | 203 |
| Bridges E-book/Audiobook Checkouts | 891 | 1,185 | 1,104 |
| Outgoing ILL Books | 30 | 31 | 24 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 4,205 | 4,828 | 3,956 |
| Auto Renewals  | 626 | 682 | 584 |
| Total Checkouts (adjusted for auto-renewal) | 3,579 | 4,146 | 3,372 |
| Incoming ILL Books | 43 | 32 | 36 |
| Reserves Placed | 308 | 256 | 262 |
| Materials Added | 362 | 138 | 161 |
| Materials Withdrawn | 320 | 86 | 100 |
| New Cards Issued | 27 | 28 | 23 |
| Computer Users | 35 | 38 | 42 |
| WiFi Users (on site) | 315 | 345 | 341 |
| AWE Station Usage | 75 | 91 | 82 |
| AWE Games Played | 221 | 295 | 232 |
| Adult Programs | 23 | 28 | 27 |
| Adult Program Attendance | 151 | 232 | 211 |
| Youth Programs | 5 | 1 | 17 |
| Youth Program Attendance | $216 | 223 | 326 |
| Tutoring | $0 | 4 | 4 |
| No. of Meeting Room Uses by Outside Groups | $2 | 2 | 1 |
| Patron Savings (physical materials only) | $43,034 | $48,005 | $36,118 |
| Passports | 25 | 32 | 43 |
| Blank Park Zoo Adventure Pass ($44) | 4 | 6 | 3 |
| Science Center of Iowa Adventure Pass ($44) | 0 | 4 | 4 |
| Botanical Gardens Adventure Pass ($34) | 0 | 1 | 5 |
| Des Moines Children's Museum ($36) | 3 |  | 2 |
| Reiman Gardens ($34) | 4 | 2 | 0 |
| TOTAL ADVENTURE PASS SAVINGS | $420 | $542 | $550 |
| Summer Reading Signups (0-11) as of 5/31 | 191 | 191 |  |
| Summer Reading Signups (12-17) as of 5/31 | 18 | 23 |  |
| Adult Reading Participation as of 5/31 | 74 | 86 |  |
| Social Media Page Views (May 1-31) | 119 | 630 | 330 |
| Social Media Post Reach (May 1-31) | 1,368 | 2,763 | 1,814 |
| New Social Media Followers(May 1-31) | 13 | 2 | 2 |
| New Social Media Likes (May 1-31) | 12 | 23 | 9 |
| Website Views  | 2,819 | 3,810 | 2,666 |

VI. Liaison report – None

VII. Board Education: Sara Olson – Policy Watch webinar; 6:40pm – 7:05pm; 25 minutes.

VIII.  Agenda Items

1. Review Tier Standards-Section 6: Physical Spaces - reviewed
2. Approve [Resolution 2023-03L](https://docs.google.com/document/d/17bxGxk2aHadjPrpZTNQw6Ob5gugS9io7DvuM6FaKLQc/edit?usp=sharing) Setting Library Wages for FY24

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve Resolution 2023-03L Setting Library Wages for FY24 as proposed.

MOTION PASSED unanimously.

1. Review [Electronic Access Policy](https://docs.google.com/document/d/10L0xR-dExQ3MLdqD5hjf_paCbS2Z5MqG2BQf8zhIp6Q/edit) – reviewed; no changes proposed
2. Approve closing the library at 5:00 pm on July 3.

MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to approve closing the library at 5:00pm on July 3.

MOTION PASSED unanimously.

1. Approve closing of library July 26 for RAGBRAI.

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve closing the library on July 26 for RAGRAI.

MOTION PASSED unanimously.

1. Determine Board Education for August – Jamie Noack
2. Determine date for July meeting. – no meeting will be scheduled in July.

IX.  Adjourn – President England adjourned the meeting at 7:14pm.

MOTION: A motion was made by Sara Olson and seconded by Rod Bergren to approve adjourning meeting.

MOTION PASSED unanimously.

Next Meeting TBD

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