

**POLK CITY LIBRARY BOARD MEETING NOTES**  
**Miller Park Shelter House**  
**401 Booth St., Polk City, IA**  
**Monday, October 4, 2021 at 6:30 pm**

I. Call to Order – Sara Olson called meeting to order at 6:31pm.

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 (via phone), 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 Angie Conley to accept Consent Items, motion seconded by Rod Bergren.  
MOTION PASSED unanimously

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

IV. Communication from the Public - None

V. Director's report

1. [September 2021 Stats](#)
2. First Quarter FY22 Stats

**Library Director's Report**

**September 2021**

**Library Statistics:**

- September Circulation and library usage
  - September 2021 circulation decreased by 568 compared to August 2021 and increased by 1,046 compared to September 2020. Circulation was down 721 (approximately 18%) compared to September 2019 (pre-pandemic).
  - 1,658 individuals visited the library in September. This is a decrease of 311 compared to August 2021. It is a decrease of 795 (approximately 32%) compared to September 2019 (pre-pandemic).
  - Library patrons saved \$41,775 in September by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
  - 26 Passport applications were processed

- 5 Notary appointments
- 11 Adventure passes were used saving patrons \$466
- FY22 First Quarter (July-September)
  - Total visitors was 6,128 compared with 113 in 2020 and 9,062 in 2019.
  - Total Circulation was 12,274 compared with 7,736 in 2020 and 14,718 in 2019.
  - Total Patron Savings was \$151,143 compared with \$90,701 in 2020 and \$190,882 in 2019.
  - 77 Adventure Passes were used saving patrons \$3,210.
  - 89 Passports

#### What's New:.

- Pam Witt is retiring. Her last day at the library is October 12, 2021. A small luncheon will be held at Papa's Pizzeria on Tuesday, October 5 from 11:30-1:00 hosted by the Friends of the Library.
- Carpet is being installed at the library this week.
- Director Noack will attend the ILA Conference in Des Moines October 6-8.
- We passed our passport acceptance facility inspection/assessment on September 13 with flying colors. The AFO did not identify any non-compliant areas during the assessment.
- The Friends of the Library will have their quarterly meeting October 13, 2021 at 6:30 pm.
- 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 was billed \$3,300 for the repair. The intake nearest the street was paid for out of public works budget.

<b>LIBRARY -SEPTEMBER 2021 STATS SNAPSHOT</b>	<b>September 2019</b>	<b>September 2020 (COVID-19)</b>	<b>September 2021</b>	<b>August 2021</b>
Total Visitors	2,453	0	1,658	1,969
People Checking Out	489	231	358	409
Polk City Cardholders	423	201	314	366
Polk City Checkouts	3,819	1,607	2,804	3,600
Open Access Cardholders	34	12	23	24
Open Access Checkouts	304	180	234	248
Rural Cardholders	32	18	21	19
Rural Checkouts	191	141	262	142
Bridges E-book/Audiobook Checkouts	538	623	764	724
Outgoing ILL Books	22	17	23	34
Total Checkouts (incl. Bridges & Outgoing ILL)	4,874	2,568	4,088	4,748
Auto Renewals (began in September 2018)	759	220	694	786
Total Checkouts (adjusted for auto-renewal)	4,115	2,348	3,394	3,962
Incoming ILL Books	39	21	27	27
Reserves Placed	194	1,691	404	421

Materials Added	110	141	131	173
Materials Withdrawn	54	58	396	121
New Cards Issued	23	5	25	22
Computer Users	63	0	12	30
WiFi Users (on site)-Whofi counter started end of 10/19	49	240	227	286
Reference Questions	66	5	1	5
AWE Station Usage	127	0	unavailable	142
AWE Games Played	316	0	unavailable	259
Adult Programs	26	18	35	11
Adult Program Attendance	206	94	218	84
Youth Programs	16	13	13	2
Youth Program Attendance	404	392	236	26
Tutoring	9	0	0	0
No. of Meeting Room Uses by Outside Groups	4	0	1	0
Patron Savings (physical materials only)	\$52,603	\$27,803.00	\$41,775	\$49,893
Passports	NA	NA	26	31
Blank Park Zoo Adventure Pass (\$44)	6	2	5	13
Science Center of Iowa Adventure Pass (\$44)		0	4	9
Botanical Gardens Adventure Pass (\$34)	4	NA	1	1
Brenton Skating Plaza (\$46.50)	1	0	NA	NA
Des Moines Children's Museum (\$36)	NA	NA	1	2
Reiman Gardens (\$34)	1	NA	0	4
TOTAL ADVENTURE PASS SAVINGS	\$538	\$88	\$466	\$1,210
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 (Sept 1-30)		156	unavailable	344
Facebook Post Reach (Sept 1-30)		1,211	unavailable	4,569
New Facebook PageFollowers(Sept 1-30)		4	unavailable	7
New Facebook Page Likes (Sept 1-30)		4	unavailable	6
Website Views		2,631	1,107	1,185

VI. Liaison Report – Ron Anderson states the City is looking to add another water tower north of town

VII. Board Education – [FY21 State Report](#)

Director Noack discussed the FY21 State Report. 6 minutes – 6:39pm – 6:45pm

VIII. Agenda Items

1. Approve FY21 State Report  
MOTION: A motion was made by Angie Conley to accept FY21 State Report, motion seconded by Rod Bergren.  
MOTION PASSED unanimously
2. Approve updated job descriptions for [Assistant Director](#) and [Youth Services Librarian](#)  
MOTION: A motion was made by Angie Conley to accept updated job descriptions, motion seconded by Rod Bergren.  
MOTION PASSED unanimously
3. Covid-19 Updates – no changes.

IX. Adjourn – Meeting adjourned at 6:48pm.

MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to adjourn meeting.  
MOTION PASSED unanimously.

Next Meeting Monday, November 1, 2021

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