

POLK CITY LIBRARY SPECIAL BOARD MEETING NOTES
Polk City Community Library Meeting Room
1500 W. Broadway, Polk City, IA
Monday, January 3, 2022 at 6:30 pm

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

II. Approval of the Agenda

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

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

III. Consent Items

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

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

IV. Communication from the Public – None

V. Director's report

1. [November 2021 Stats](#)

LIBRARY -NOVEMBER 2021 STATS SNAPSHOT	November 2019	November 2020 (COVID-19)	November 2021	October 2021
Total Visitors	2,293	50	1,558	1,395
People Checking Out	426	208	351	338
Polk City Cardholders	370	179	302	292
Polk City Checkouts	3,376	1,543	2900	2,575
Open Access Cardholders	30	10	22	22

Open Access Checkouts	214	119	211	142
Rural Cardholders	26	19	27	24
Rural Checkouts	261	193	286	296
Bridges E-book/Audiobook Checkouts	497	638	800	779
Outgoing ILL Books	40	18	20	23
Total Checkouts (incl. Bridges & Outgoing ILL)	4,388	2,511	4,217	3,815
Auto Renewals (began in September 2018)	770	320	702	595
Total Checkouts (adjusted for auto-renewal)	3,618	2,191	3,515	3,220
Incoming ILL Books	47	18	23	14
Reserves Placed	234	1,387	365	393
Materials Added	202	70	82	90
Materials Withdrawn	450	46	5	1
New Cards Issued	19	6	18	21
Computer Users	58	1	38	17
WiFi Users (on site)-Whofi counter started end of 10/19	225	176	293	281
Reference Questions	100	0	25	25
AWE Station Usage	110	0	74	80
AWE Games Played	282	0	183	209
Adult Programs	26	27	29	28
Adult Program Attendance	206	682-diy video (549)	206	195
Youth Programs	18	18	19	18
Youth Program Attendance	565	408	232	192
Tutoring	13	0	0	0
No. of Meeting Room Uses by Outside Groups	3	0	3	2
Patron Savings (physical materials only)	\$45,726	\$25,315.00	\$40,917	\$35,108
Passports	NA	NA	34	23
Blank Park Zoo Adventure Pass (\$44)	3	0	0	2
Science Center of Iowa Adventure Pass (\$44)	2	0	2	1
Botanical Gardens Adventure Pass (\$34)	0	0	0	1
Brenton Skating Plaza (\$46.50)	0	0	NA	NA
Des Moines Children's Museum (\$36)	1	0	0	1

Reiman Gardens (\$34)	NA	NA	0	0
TOTAL ADVENTURE PASS SAVINGS	\$256	\$0	\$88	\$202
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 (Nov 3-30)		196	117	303
Facebook Post Reach (Nov. 3-30)		4,434	2,997	7,525
New Facebook PageFollowers(Nov 3-30)		12	13	9
New Facebook Page Likes (Nov 3-30)		12	11	7
Website Views		2,510	2,132	1,067

2. [December 2021 Stats](#)

LIBRARY -DECEMBER 2021 STATS SNAPSHOT	December 2019	December 2020 (COVID-19)	December 2021	November 2021
Total Visitors	1,911	0	1,447	1,558
People Checking Out	387	217	327	351
Polk City Cardholders	335	188	284	302
Polk City Checkouts	3,084	1,415	2,457	2900
Open Access Cardholders	27	13	22	22
Open Access Checkouts	258	106	199	211
Rural Cardholders	25	16	21	27
Rural Checkouts	204	173	191	286
Bridges E-book/Audiobook Checkouts	561	669	714	800
Outgoing ILL Books	32	18	24	20
Total Checkouts (incl. Bridges & Outgoing ILL)	4,139	2,381	3,585	4,217
Auto Renewals (began in September 2018)	814	272	498	702
Total Checkouts (adjusted for auto-renewal)	3,325	2,109	3,087	3,515
Incoming ILL Books	28	25	22	23
Reserves Placed	223	1,292	407	365
Materials Added	177	142	104	82
Materials Withdrawn	48	59	3	5
New Cards Issued	15	4	18	18
Computer Users	59	0	25	38

WiFi Users (on site)-Whofi counter started end of 10/19	240	178	352	293
Reference Questions	69	2	25	25
AWE Station Usage	122	0	82	74
AWE Games Played	295	0	257	183
Adult Programs	21	24	32	29
Adult Program Attendance	178	148	209	206
Youth Programs	12	13	14	19
Youth Program Attendance	304	281	233	232
Tutoring	22	0	0	0
No. of Meeting Room Uses by Outside Groups	1	0	4	3
Patron Savings (physical materials only)	\$42,884	\$24,201	\$36,658	\$40,917
Passports	NA	NA	41	34
Blank Park Zoo Adventure Pass (\$44)	2	1	0	0
Science Center of Iowa Adventure Pass (\$44)	NA	NA	4	2
Botanical Gardens Adventure Pass (\$34)	1	0	2	0
Brenton Skating Plaza (\$46.50)	5	NA	NA	NA
Des Moines Children's Museum (\$36)	0	NA	0	0
Reiman Gardens (\$34)	NA	NA	1	0
TOTAL ADVENTURE PASS SAVINGS	\$442.50	\$44	\$278	\$88
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 (Dec. 6-Jan 2)		158	100	117
Facebook Post Reach (Dec. 6-Jan 2)		1,912	1,626	2,997
New Facebook PageFollowers(Dec. 6-Jan 2)		10	10	13
New Facebook Page Likes (Dec. 6-Jan 2)		9	10	11
Website Views		2,815	1,977	2,132

Library Director's Report November December 2021

Library Statistics:

- November Circulation and library usage
 - November 2021 circulation increased by 295 compared to October 2021 and increased by 1,324 compared to November 2020. Circulation was only down 103 (approximately 3%) compared to November 2019 (pre-pandemic).
 - 1,558 individuals visited the library in November. This is an increase of 163 compared to October 2021. It is a decrease of 735 (approximately 22%) compared to November 2019 (pre-pandemic).

- Library patrons saved \$40,917 in November by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
- 34 Passport applications were processed
- 2 Adventure passes were used saving patrons \$88.
- December Circulation and library usage
 - December 2021 decreased by 428 compared to November 2021 and increased by 978 compared to December 2020. Circulation was down 238 (approximately 7%) compared to December 2019 (pre-pandemic)
 - 1,447 individuals visited the library in December. This is a decrease of 111 compared to November 2021. It is a decrease of 464 (approximately 23%) compared to December 2019 (pre-pandemic).
 - Library patrons saved \$36,658 in December by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 41 Passport application were processed
 - 7 Adventure Passes were used saving patrons \$278.

What's New:

- The city has contracted with Stratus for cleaning services. The current agreement has city buildings being cleaned once a week, but I have told city hall that we will need twice a week cleaning during the summer. We will see how winter goes, but I am concerned about only getting cleaned once a week with snow and sand being tracked in.
- The After-Mouse Interactive PlayTable arrived on December 27. It was purchased by the Friends of the Library and has been very popular.
- Our holiday Giving Tree was very successful and we were able to donate an overwhelming number of items to the nursing home.
- The Friends of the Library have opted not to purchase Adventure Passes for Brenton Skating Plaza this year. The venue was limiting passes to weeknights only (M-Th) for January and February without reducing the cost from previous years when it was available November-March whenever the facility was open. It was determined that there likely wouldn't be enough usage to warrant the expense of the pass.
- The Friends of the Library are sponsoring a build-your-own-bear workshop program on February 12 at the Methodist Church. They have purchased 100 bear kits. Registration is required and cost is a donation to the Comet Cupboard.
- Department heads and city council members will meet January 14 for a budget workshop.

VI. Liaison Report – Rob Sargent – City is in middle of budget season. Talks about buildings and future city needs but no concrete plans yet. New mayor started yesterday, worked with Jason for a smooth transition.

VII. Board Education – None

VIII. Agenda Items

1. Review Tier Standards Section 1: Library Governance – reviewed; no changes.
2. Review [Collection Development Policy](#) – reviewed; no changes.
3. Approve [Resolution 2022-01L hiring a Youth Services Librarian](#).
 MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve Resolution 2022-01L.
 MOTION PASSED unanimously.
4. Approve [Library Closings for 2022](#)

MOTION: A motion was made by Corey Hoodjer and seconded by Rod Bergren to approve Library Closings for 2022.

MOTION PASSED unanimously.

5. Review [FY23 Budget Request](#)
6. Discuss how to proceed with the Accreditation process due February 2023.
 - Will want to work with City on building needs
 - Plan to be done by December.
 - We do not feel the need at this time to have MaryAnne come and discuss the process with us.

IV. Adjourn – Meeting adjourned at 7:02pm.

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

MOTION PASSED unanimously.

Next Meeting Monday, February 7, 2022

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