

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room
1500 W. Broadway, Polk City, IA
Monday, February 7, 2022 at 6:30 pm

I. Call to Order – President Lisa Mart called meeting to order at 6:31pm.

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, Lisa Mart, Sara Olson
<u>Board Members Absent:</u>	Corey Hoodjer
<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 Sara Olson and seconded by Rod Bergren to approve Consent Items.
MOTION PASSED unanimously.

1. Approve the [January 2022 Board Minutes](#)
2. Approve December 2021 financial statements
 1. [December 2021 History](#)
 2. [December 2021 Budget](#)
 3. [December 2021 Revenue & Expenses](#)
3. Approve [Resolution 2022-04L](#) accepting the donation of a After-Mouse Interactive Play Table valued at \$6,275 from the Friends of the Library

IV. Communication from the Public - None

V. [Director's report](#)

Library Director's Report
January 2022

Library Statistics:

- January Circulation and library usage
 - January 2022 circulation increased by 232 compared to December 2021 and increased by 1,102 compared to January 2021. Circulation was down 682 (approximately 17%) compared to January 2020 (pre-pandemic).
 - 1,323 individuals visited the library in January 2022. This is a decrease of 124 compared to December 2021 and is attributed to us suspending in-person programming for the

second half of January. It is a decrease of 929 (approximately 41%) compared to January 2020 (pre-pandemic).

- Library patrons saved \$36,890 in January 2022 by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
- 55 Passport applications were processed
- 3 Adventure passes were used saving patrons \$88.

What's New:

- Alexa Minasian, our new Youth Services Librarian, started on Jan 24, 2022.
- The library closed early on January 14, 2022 due to weather and remained closed on January 15.
- The Teddy Bear Storytime on February 12 was filled within the week. Over 60 spots were reserved in the first hour that registration was open.
- Polk City Nutrition will be sponsoring a fundraiser for the Friends of the Library on Sunday, February 27 from 9:00-1:00.
- The library has received a \$10,000 National Endowment for the Humanities grant from the American Library Association as part of the American Rescue Plan.
- The library will participate in National Library Giving Day on Apr 6, 2022. It is a nationwide program during National Library Week encouraging people to donate to their local library.
- We have been having significant issues with our fire alarm system. The alarm itself does not go off, but the alarm telling us there is a problem with the system goes off almost daily. Per Mar calls each time saying it is a communication failure on Line 2. We have had Centurylink out twice and Protex Central (alarm company) out once and they are returning tomorrow. At this point, we have been unsuccessful in pinpointing the problem, but there is a new direction the alarm company is looking at tomorrow.

1. [January 2022 Stats](#)

LIBRARY -JANUARY 2022 STATS SNAPSHOT	January 2020	January 2021 (COVID-19)	January 2022	December 2021
Total Visitors	2,252	0	1,323	1,447
People Checking Out	399	209	311	327
Polk City Cardholders	350	183	268	284
Polk City Checkouts	3,484	1,421	2,470	2,457
Open Access Cardholders	27	11	22	22
Open Access Checkouts	241	164	200	199
Rural Cardholders	22	15	21	21
Rural Checkouts	232	124	246	191
Bridges E-book/Audiobook Checkouts	702	759	902	714
Outgoing ILL Books	43	22	24	24
Total Checkouts (incl. Bridges & Outgoing ILL)	4,702	2,490	3,842	3,585
Auto Renewals (began in September 2018)	701	273	523	498
Total Checkouts (adjusted for auto-renewal)	4,001	2,217	3,319	3,087
Incoming ILL Books	29	19	21	22

Reserves Placed	251	1,461	407	407
Materials Added	179	104	93	104
Materials Withdrawn	187	10	4	3
New Cards Issued	17	4	17	18
Computer Users	69	0	23	25
WiFi Users (on site)-Whofi counter started end of 10/19	285	146	264	352
Reference Questions	12	0	5	25
AWE Station Usage	127	0	61	82
AWE Games Played	413	0	198	257
Adult Programs	29	22	21	32
Adult Program Attendance	213	163	173	209
Youth Programs	16	14	15	14
Youth Program Attendance	279	261	200	233
Tutoring	24	0	0	0
No. of Meeting Room Uses by Outside Groups	6	0	1	4
Patron Savings (physical materials only)	\$51,697	\$24,018	\$36,890	\$36,658
Passports	NA	11	55	41
Blank Park Zoo Adventure Pass (\$44)	0	1	0	0
Science Center of Iowa Adventure Pass (\$44)	3	0	1	4
Botanical Gardens Adventure Pass (\$34)	2	2	1	2
Brenton Skating Plaza (\$46.50)	3	NA	NA	NA
Des Moines Children's Museum (\$36)	1	NA	1	0
Reiman Gardens (\$34)	NA	NA	0	1
TOTAL ADVENTURE PASS SAVINGS	\$375.50	\$112.00	\$114	\$278
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 (Jan. 4-31)	285	199	248	100
Facebook Post Reach (Jan. 4-31)	2,689	8,417	3,789	1,626
New Facebook PageFollowers(Jan. 4-31)	18	21	16	10
New Facebook Page Likes (Jan. 4-31)	18	18	13	10
Website Views	3,130	3,183	2,627	1,977

2. [Programming Summary](#)

VI. Liaison report – Rob Sargent – working on budget, facilities planning

VII. Board Education: Board's Role in Project Management (Angie Conley)

Start Time: 7:00pm

End Time: 7:10pm

VIII. Agenda Items

1. Review Tier Standards Section 2: Library Management – reviewed
2. [Approve Resolution 2022-02L: Setting Pay for Library Pages](#)
MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve Resolution 2022-02L: Setting Pay for Library Pages.
MOTION PASSED unanimously.
3. [Approve Resolution 2022-03L hiring a Library Page](#)
MOTION: A motion was made by Rod Bergren and seconded by Sara Olson to approve Resolution 2022-03L: Hiring a Library Page.
MOTION PASSED unanimously.
4. Determine Board Education for March 2022 – Rod Bergren

IV. Adjourn – President Mart adjourned meeting at 7:20pm

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

Next Meeting Monday, March 7, 2022

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