**POLK CITY LIBRARY BOARD MEETING NOTES**

**Polk City Community Library**

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

**Monday, March 6, 2023 at 6:30 pm**

I. Call to order – President England called meeting to order at 6:29pm.

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.

**Board Members Present:** Rod Bergren, Angie Conley, Corey Hoodjer, 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 Sara Olson and seconded by Rod Bergren to approve Consent Items.

MOTION PASSED unanimously.

1. Approve the [February 2023 Board Minutes](https://docs.google.com/document/d/1HHOtrXZqo2XGfqhBoRbzFi256j6ae0eFbVBPZMGrdbw/edit?usp=sharing)
2. Approve January 2023 financial statements
   1. [January 2023 History](https://drive.google.com/file/d/1PUVFs3tuH3RXE1BwHd3ciBnAD5XeZbXc/view?usp=sharing)
   2. [January 2023 Budget](https://drive.google.com/file/d/17pum-dtZcsE5TIrzWDCrmFGcXszUEX4u/view?usp=sharing)
   3. [January 2023 Revenue & Expenses](https://drive.google.com/file/d/1aU5QRrPQ49GEfA0hTu-S5fJRpc42Xnsk/view?usp=sharing)

IV. Communication from the Public – None

V. [Director’s Report](https://docs.google.com/document/d/1uZxooDBBZIwL65nNnPzUvfYN7OTWbKomqQnP3iDnc80/edit)

**Library Director’s Report**

**February 2023**

**Library Statistics**:

* February Circulation and library usage
  + February 2023 circulation of 4,410 was an increase of 29 checkouts compared to January 2023 and an increase of 877 compared to February 2022.
  + 1,825 individuals visited the library in February. This is a decrease of 163 compared to January 2023. It is an increase of 280 visitors compared to February 2022.
  + Library Patrons saved $42,417 in February by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
  + 33  passport applications were processed
  + 3 Notary appointments
  + 7 Adventure passes were used saving patrons $290.
* Library Page Betty Peer has resigned. We have had 7 applicants for the position. I will be doing interviews within the next week. A special Board meeting will likely be needed to approve the hiring.
* Allyson Reister has received her certification as a passport acceptance agent which brings us back to having 4 acceptance agents on staff.
* There was a discovery regarding pay periods during this fiscal year, July 1 last year and June 30 this year. This means there are 27 pay checks sent. Director Noack will work with the City Administrator to work on this regarding budget issue.
* The Friends of the Library Stuff-a-Pup Story Time on February 11 was a big success.
* The Friends of the Library will receive just shy of $5,000 from the Polk City Community Foundation for their role in helping with the Gala.
* The Library and Parks & Rec departments send out a joint sponsorship letter each February. The library has currently received $2,900 from 16 area businesses. Donation amounts range from $50-300.
* 76 patrons have downloaded the myLibro app.
* The library closed early twice in February due to weather concerns.
* During the week of February 20, the library had extra youth activities planned for the scheduled no school and early out days. Attendance was minimal.
* The library has extra youth activities scheduled during the week of Spring Break.
* April 10 is a no school day. The library is partnering with the Polk City Police Department for a special storytime with Eudoris.

1. [February 2023 Stats](https://docs.google.com/spreadsheets/d/1rN9qnQqF8sbEtAJ5oKgEKyLgF88HhU1IHq5SPmn_37I/edit#gid=360791046)

|  |  |  |  |
| --- | --- | --- | --- |
| **LIBRARY -FEBRUARY 2023 STATS SNAPSHOT** | **February 2022** | **February 2023** | **January 2023** |
| Total Visitors | 1,545 | 1,825 | 1,988 |
| People Checking Out | 313 | 357 | 333 |
| Polk City Cardholders | 275 | 304 | 289 |
| Polk City Checkouts | 2,357 | 2,793 | 2,732 |
| Open Access Cardholders | 20 | 27 | 20 |
| Open Access Checkouts | 97 | 237 | 180 |
| Rural Cardholders | 18 | 26 | 24 |
| Rural Checkouts | 263 | 203 | 215 |
| Bridges E-book/Audiobook Checkouts | 791 | 1,146 | 1,211 |
| Outgoing ILL Books | 25 | 31 | 43 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 3,533 | 4,410 | 4,381 |
| Auto Renewals | 424 | 568 | 455 |
| Total Checkouts (adjusted for auto-renewal) | 3,109 | 3,842 | 3,926 |
| Incoming ILL Books | 44 | 30 | 30 |
| Reserves Placed | 303 | 282 | 382 |
| Materials Added | 48 | 178 | 165 |
| Materials Withdrawn | 180 | 62 | 17 |
| New Cards Issued | 15 | 19 | 20 |
| Computer Users | 31 | 33 | 39 |
| WiFi Users (on site) | 248 | 311 | 316 |
| AWE Station Usage | 98 | 104 | 96 |
| AWE Games Played | 286 | 344 | 297 |
| Adult Programs | 35 | 30 | 32 |
| Adult Program Attendance | 219 | 201 | 268 |
| Youth Programs | 21 | 23 | 16 |
| Youth Program Attendance | 343 | 432 | 167 |
| Tutoring | 0 | 2 | 4 |
| No. of Meeting Room Uses by Outside Groups | 3 | 2 | 2 |
| Patron Savings (physical materials only) | $36,932 | $42,417 | $42,795 |
| Passports | 40 | 33 | 60 |
| Blank Park Zoo Adventure Pass ($44) | 1 | 0 | 1 |
| Science Center of Iowa Adventure Pass ($44) | 3 | 5 | 3 |
| Botanical Gardens Adventure Pass ($34) | 2 | 1 | 1 |
| Des Moines Children's Museum ($36) | 2 | 1 | 2 |
| Reiman Gardens ($34) | 0 | 0 | 1 |
| TOTAL ADVENTURE PASS SAVINGS | $213 | $290 | $316 |
| Summer Reading Signups (0-11) as of 7/31 |  |  |  |
| Summer Reading Signups (12-18) as of 7/31 |  |  |  |
| Adult Reading Participation as of 7/31 |  |  |  |
| Social Media Page Views (Feb 1-28) | 172 | 537 | 267 |
| Social Media Post Reach (Feb 1-28) | 2,170 | 1,935 | 2,163 |
| New Social Media Followers(Feb 1-28) | 17 | 11 | 7 |
| New Social Media Likes (Feb 1-28) | 15 | 5 | 6 |
| Website Views | 2,039 | 2,624 | 3,507 |

VI. Liaison report – None

VII. Board Education: Angie Conley – ILA Intellectual Freedom for Trustees from ILA’s Intellectual Freedom Committee 6:35pm – 6:50pm; 15minutes

VIII. Agenda Items

1. Review Tier Standards-Section 3: Library Personnel; reviewed
2. Review [Circulation Policy](https://docs.google.com/document/d/1dhjOA9_NB5SVe93pLBbDH671roryawE0Du6rw1cYstk/edit) & [Appendix of Charges](https://docs.google.com/spreadsheets/d/1SIv-RUGCtnKURGmVoLqvACYOzaEDVzRb6uQP7nejuiY/edit#gid=0); reviewed
3. Amend [Weather-Emergency Policy](https://docs.google.com/document/d/1-o0fze0dUm0bVA13vtQAHMv2X11JuiTY4POUC5o51wk/edit?usp=sharing) (current) [Weather-Emergency Policy](https://docs.google.com/document/d/1jbeVE3MMrhfhlLqs27Pd09AUwwQpgHDJRYpdZNv5dLs/edit?usp=sharing) (proposed)

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve amending Weather-Emergency Policy.

MOTION PASSED unanimously.

1. Approve [Resolution 2023-02L](https://docs.google.com/document/d/1wI89IrL6Orsdzthzpt1HkUtmvJ5iyNArM_cSpWOycTs/edit?usp=sharing) Hiring of Library Page – this will be tabled until all applicants have been interviewed and candidate selected. A special meeting will be held at a time to be determined.

IX. Adjourn – President England adjourned meeting at 7:02pm.

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

MOTION PASSED unanimously.

Next Meeting Monday, April 3, 2023

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