

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library Meeting Room
1500 W. Broadway, Polk City, IA
Monday, April 4, 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 Angie Conley and seconded by Rod Bergren 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>	None
<u>Guests Present:</u>	Chelsea Huisman

III. Consent Items

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

1. Approve the [March 2022 Board Minutes](#)
2. Approve February 2022 financial statements
 - . [February 2022 History](#)
 - a. [February 2022 Budget](#)
 - b. [February 2022 Revenue & Expenses](#)

IV. Communication from the Public – None

V. Director's Report

1. [March 2022 Stats](#)

LIBRARY -MARCH 2022 STATS SNAPSHOT	3/1/2020 (COVID-19)	March 2021 (COVID-19)	March 2022	February 2022
Total Visitors	2,031	181	1,940	1,545
People Checking Out	387	232	347	313
Polk City Cardholders	345	201	312	275
Polk City Checkouts	3,103	1,878	3,009	2,357
Open Access Cardholders	18	12	15	20
Open Access Checkouts	161	143	144	97
Rural Cardholders	24	19	20	18

Rural Checkouts	218	201	229	263
Bridges E-book/Audiobook Checkouts	633	750	845	791
Outgoing ILL Books	34	19	40	25
Total Checkouts (incl. Bridges & Outgoing ILL)	4,149	2,991	4,267	3,533
Auto Renewals	700	380	509	424
Total Checkouts (adjusted for auto-renewal)	3,449	2,611	3,758	3,109
Incoming ILL Books	42	23	29	44
Reserves Placed	197	1,245	308	303
Materials Added	142	447	87	48
Materials Withdrawn	10	178	756	180
New Cards Issued	20	16	10	15
Computer Users	59	3	48	31
WiFi Users (on site)	325	273	294	248
Reference Questions	20	0	0	5
AWE Station Usage	68	0	107	98
AWE Games Played	182	0	297	286
Adult Programs	39	25	38	35
Adult Program Attendance	248	167	250	219
Youth Programs	15	15	17	21
Youth Program Attendance	305	347	205	343
Tutoring	22	0	0	0
No. of Meeting Room Uses by Outside Groups	6	0	1	3
Patron Savings (physical materials only)	\$42,936	\$28,980	\$44,386	\$36,932
Passports	NA	NA	58	40
Blank Park Zoo Adventure Pass (\$44)	1	4	2	1
Science Center of Iowa Adventure Pass (\$44)	2	2	3	3
Botanical Gardens Adventure Pass (\$34)	NA	NA	4	2
Brenton Skating Plaza (\$46.50)	1	1	NA	NA
Des Moines Children's Museum (\$36)	1	NA	2	2
Reiman Gardens (\$34)	0	NA	1	0
TOTAL ADVENTURE PASS SAVINGS	\$212.50	\$298	\$462	\$316
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 (Mar 7-April 3)	218	133	79	172
Facebook Post Reach (Mar 7-April 3)	3,455	2,298	1,209	2,170
New Facebook PageFollowers(Mar 7-April 3)	14	14	20	17
New Facebook Page Likes (Mar 7-April 3)	13	16	18	15
Website Views	1,939	2,589	2,027	2,039

2. Programming Summary (not available)
3. Checkouts continue to increase to almost pre-Covid levels. Updated hot spots have been received. Busy over spring break with youth programs.

VI. Liaison report - None

VII. City Manager Presentation: Wage Study

Chelsea Huisman presented Board with research on comparable salary ranges.

MOTION: A motion was made by Corey Hoodjer and seconded by Rod Bergren to approve the amended salary scale minus formal proposal on projected salary rate.

MOTION PASSED unanimously.

VIII. Board Education: 6:34pm – 6:48pm (wage study; Chelsea Huisman)

IX. Agenda Items

1. Review Tier Standards Section 4: Library Collection – reviewed.
2. Approve changes to [Circulation Policy](#)
MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve changes to Circulation Policy.
MOTION PASSED unanimously.
3. Approve changes to [Electronic Devices Policy](#)
MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to approve the changes to Electronic Devices Policy.
MOTION PASSED unanimously.
4. Approve [Etech proposal](#) for improving library's wifi.
MOTION: A motion was made by Sara Olson and seconded by Corey Hoodjer to approve Etech proposal for improving library's Wifi pending Rod's conversation with Etech.
MOTION PASSED unanimously.
5. Approve [Walsh Door & Security proposal](#) for completing the library's security camera project.
MOTION: A motion was made by Corey Hoodjer and seconded by Angie Conley to approve Walsh Door & Security Proposal to complete security camera project.
MOTION PASSED unanimously.
6. Approve [Resolution 2022-05L](#) declaring certain items of library property to be surplus and of no value to the city and authorizing removal from inventory.
MOTION: A motion was made by Sara Olson and seconded by Rod Bergren to approve Resolution 2022-05L.
MOTION PASSED unanimously.

7. Approve [Budget Amendment for FY22/FY23](#) allocating received grant funds.
MOTION: A motion was made by Corey Hoodjer and seconded by Angie Conley to approve Budget Amendment for FY22/FY23.
MOTION PASSED unanimously.

X. Adjourn – President Mart adjourned meeting at 6:59pm.

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

Next Meeting Monday, May 2, 2022

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