**POLK CITY LIBRARY BOARD MEETING NOTES**

**Miller Park Shelter House**

**404 Booth St, Polk City, IA**

**Monday, June 6, 2022 at 6:30 pm**

I. Call to order – President 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.

Board Members Present: Rod Bergren, Angie Conley, Lisa Mart, Sara Olson

Board Members Absent:  Corey Hoodjer

Library Director Present:  Jamie Noack

City Council Liaison Present: Rob Sargent

Guests Present: None

III. Consent Items

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve Consent Items.

MOTION PASSED unanimously.

1. Approve the May 2022 Board Minutes
2. Approve April 2022 financial statements
   1. April 2022 History
   2. April 2022 Budget
   3. April 2022 Revenue & Expenses

IV. Communication from the Public – None

V. Director’s Report

25 passports processed and, 11 adventure passes used in May.

Hot spots are all eligible for renewal.

Summer reading program started today. 419 signed up so far

Library was at the Police Summer Kick Off and Farmers Market, signing up patrons for the summer reading program.

Security camera, gutters, and router are all completed.

Fareway Round-Up raised $1,360 for the Friends of the Library.

Janeene Carlisle, long-time Library patron, passed away in May and donated money for the kids’ area.

1. May 2022 Stats

|  |  |  |  |
| --- | --- | --- | --- |
| **LIBRARY -MAY 2022 STATS SNAPSHOT** | **May 2021** | **May 2022** | **April 2022** |
| Total Visitors | 1,471 | 2,039 | 1,564 |
| People Checking Out | 286 | 361 | 314 |
| Polk City Cardholders | 250 | 321 | 280 |
| Polk City Checkouts | 2,211 | 2,844 | 2,704 |
| Open Access Cardholders | 16 | 18 | 14 |
| Open Access Checkouts | 258 | 211 | 154 |
| Rural Cardholders | 20 | 22 | 20 |
| Rural Checkouts | 219 | 229 | 223 |
| Bridges E-book/Audiobook Checkouts | 672 | 891 | 844 |
| Outgoing ILL Books | 24 | 30 | 26 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 3,384 | 4,205 | 3,954 |
| Auto Renewals | 355 | 626 | 520 |
| Total Checkouts (adjusted for auto-renewal) | 3,029 | 3,579 | 3,434 |
| Incoming ILL Books | 21 | 43 | 29 |
| Reserves Placed | 644 | 308 | 396 |
| Materials Added | 116 | 362 | 251 |
| Materials Withdrawn | 137 | 320 | 289 |
| New Cards Issued | 21 | 27 | 20 |
| Computer Users | 20 | 35 | 39 |
| WiFi Users (on site) | 371 | 315 | 276 |
| Reference Questions | 0 | 1 | 1 |
| AWE Station Usage | 0 | 75 | 85 |
| AWE Games Played | 0 | 221 | 270 |
| Adult Programs | 19 | 23 | 33 |
| Adult Program Attendance | 143 | 151 | 237 |
| Youth Programs | 4 | 5 | 16 |
| Youth Program Attendance | 171 | 216 | 255 |
| Tutoring | 0 | 0 | 0 |
| No. of Meeting Room Uses by Outside Groups | 0 | 2 | 2 |
| Patron Savings (physical materials only) | $36,093 | $43,034 | $38,691 |
| Passports | 23 | 25 | 38 |
| Blank Park Zoo Adventure Pass ($44) | 4 | 4 | 1 |
| Science Center of Iowa Adventure Pass ($44) | 1 | 0 | 5 |
| Botanical Gardens Adventure Pass ($34) | 2 | 0 | 2 |
| Des Moines Children's Museum ($36) | 0 | 3 | 0 |
| Reiman Gardens ($34) | NA | 4 | 0 |
| TOTAL ADVENTURE PASS SAVINGS | $288 | $420 | $332 |
| Summer Reading Signups (0-11) as of 5/31 | 251 | 191 |  |
| Summer Reading Signups (12-18) as of 5/31 | 19 | 18 |  |
| Adult Reading Participation as of 5/31 | 76 | 74 |  |
| Facebook Page Views (May 4-May 31) | 272 | 119 | 124 |
| Facebook Post Reach (May 4-May 31) | 2,843 | 1,368 | 1,357 |
| New FacebookPageFollowers(May 4-May 31) | 13 | 13 | 8 |
| New Facebook Page Likes (May 4-May 31) | 10 | 12 | 7 |
| Website Views | 2,510 | 2,819 | 1,784 |

VI. Liaison report – Rob Sargent

VII. Board Education – Corey Hoodjer next month

VIII.  Agenda Items

1. Review Tier Standards Section 6: Physical Spaces – reviewed; no changes
2. Review Gift & Donation Policy – reviewed; no changes
3. Review Electronic Access Policy – reviewed; no changes
4. Approve Library Spending Policy

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve the Library Spending Policy.

MOTION PASSED unanimously.

1. Approve Resolution 2022-06L FY23 Library Staff Wages

MOTION: A motion was made by Rod Bergren and seconded by Sara Olson to approve Resolution 2022-06L with the addition of Jamie’s salary to $74,848.00.

MOTION PASSED unanimously.

1. Review Resolution 2018-03L in relation to the Carlisle memorials – reviewed
2. Approve cancellation of July library board meeting

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve cancellation of the July library board meeting.

MOTION PASSED unanimously.

IX.  Adjourn – President Mart adjourned meeting at 6:54pm.

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

MOTION PASSED unanimously.

Next Meeting Monday, August 1, 2022

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