

**POLK CITY LIBRARY BOARD MEETING NOTES**  
**Polk City Community Library**  
**1500 W. Broadway, Polk City, IA**  
**Monday, August 1, 2022 at 6:30 pm**

I. Call to order – President Mart called meeting to order at 6:32pm.

II. Approval of the agenda

MOTION: A motion was made by Corey Hoodjer 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>	Rob Sargent
<u>Guests Present:</u>	None

III. Consent Items

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

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

IV. Communication from the Public - None

V. Director's Report

**Library Director's Report**  
**June/July 2022**

**Library Statistics:**

- June Circulation and library usage
  - June 2022 circulation increased by 2,330 checkouts compared to May 2022 and by 480 compared to June 2021.
  - 3,377 individuals visited the library in June. This is an increase of 1,338 compared to May 2022. It is an increase of 150 visitors compared to June 2021. **Additionally, 281 individuals participated in library programs at an off-site location and are not allowed by the State of Iowa to be counted as visitors to the library.**
  - Library Patrons saved \$64,338 in June by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
  - 32 passport applications were processed

- 13 Notary appointments
  - 29 Adventure Passes were used saving patrons \$1,186.
- July Circulation and library usage
  - July 2022 circulation decreased by 448 compared to June 2022 and increased by 346 compared to July 2021.
  - 2,924 individuals visited the library in July 2022. This is a decrease of 453 compared to June 2022. It is an increase of 423 visitors compared to June 2021. **Additionally, 267 individuals participated in library programs at an off-site location and are not allowed by the State of Iowa to be counted as visitors to the library.**
  - Library patrons saved \$59,475 in July by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
  - 33 Passport applications were processed
  - 6 Notary appointments
  - 36 Adventure passes were used saving patrons \$1,492
- 4th Quarter (April-June )
  - Total visitors was 6,980 compared with 3,603 in 2021.
  - Total Circulation was 14,694 compared with 8,159 in 2021.
  - Total Patron Savings was \$157,577 compared with \$81,725 in 2021.
  - 48 Adventure Passes were used saving patrons \$1,938.
  - 95 Passport appointments compared with 61 Passport appointments in 2021.
- Preliminary FY22 Statistics
  - Total Visitors was 22,316
  - Total Circulation was 52,530
  - Total Patron Savings was \$539,611
  - 435 Adventure Passes were used saving patrons \$6,608
  - 435 Passport Applications were processed
  - 335 Adult Programs were attended by 2,293 individuals
  - 216 Youth Programs were attended by 4,921 individuals
- [Summer Reading Statistics](#)
  - 572 individuals registered for our summer reading program in 2022 compared to 673 in 2021. We believe this number is lower because Tender Years childcare did not automatically sign up all of their kids this summer.
  - [Summer Reading Survey Results](#)
- **What's New:**
  - We have received a lot of positive feedback regarding our summer reading program. Melissa and Alexa did an excellent job of providing safe, fun and educational programming.
  - The Friends of the Library Ring Toss fundraiser at the Four Seasons Minifest raised over \$400.
  - The Friends of the Library will have a book sale in the parking lot on Friday, August 5 from 9-noon. Fill a bag for \$5.
  - Active programming is on hiatus in August as we prepare for fall programming. We will have a WooHoo/BooHoo coffee on August 23 from 8:15-9:30 am where parents can drop in for coffee & donuts after dropping off their kids at school and learn about fall programming.
  - Director Noack and Huxley Director, Cathy Van Maanen, have been selected as presenters on libraries as passport acceptance facilities at the 2022 ILA Conference in Coralville in October.

1. [June 2022 Stats](#)

LIBRARY -JUNE 2022 STATS SNAPSHOT	June 2021	June 2022	May 2022
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Total Visitors	3,227	3,377	2,039
People Checking Out	459	515	361
Polk City Cardholders	408	449	321
Polk City Checkouts	4,642	4,799	2,844
Open Access Cardholders	20	33	18
Open Access Checkouts	235	415	211
Rural Cardholders	31	33	22
Rural Checkouts	497	475	229
Bridges E-book/Audiobook Checkouts	656	810	891
Outgoing ILL Books	25	36	30
Total Checkouts (incl. Bridges & Outgoing ILL)	6,055	6,535	4,205
Auto Renewals	606	677	626
Total Checkouts (adjusted for auto-renewal)	5,449	5,858	3,579
Incoming ILL Books	20	37	43
Reserves Placed	569	413	308
Materials Added	116	289	362
Materials Withdrawn	69	327	320
New Cards Issued	58	48	27
Computer Users	31	20	35
WiFi Users (on site)	577	457	315
Reference Questions	0	15	1
AWE Station Usage	150	198	75
AWE Games Played	317	599	221
Adult Programs	29	28	23
Adult Program Attendance	159	196	151
Youth Programs	48	32	5
Youth Program Attendance	1,314	1,204	216
Tutoring	0	7	0
No. of Meeting Room Uses by Outside Groups	0	4	2
Patron Savings (physical materials only)	\$71,561	\$75,852	\$43,034
Passports	18	32	25

Blank Park Zoo Adventure Pass (\$44)	16	11	4
Science Center of Iowa Adventure Pass (\$44)	11	9	0
Botanical Gardens Adventure Pass (\$34)	4	3	0
Des Moines Children's Museum (\$36)	3	0	3
Reiman Gardens (\$34)	\$4	6	4
<b>TOTAL ADVENTURE PASS SAVINGS</b>	<b>\$1,568</b>	<b>\$1,186</b>	<b>\$420</b>
Summer Reading Signups (0-11) as of 6/30	459	366	191
Summer Reading Signups (12-18) as of 6/30	44	39	18
Adult Reading Participation as of 6/30	166	153	74
Facebook Page Views (June 3-June 30)	428	322	119
Facebook Post Reach (June 3-June 30)	3,531	3,572	1,368
New FacebookPageFollowers(June 3-30)	28	not reported	13
New Facebook Page Likes (June 3-June 30)	21	12	12
Website Views	unavailable	4,826	2,819

2. [July 2022 Stats](#)

<b>LIBRARY -JULY 2022 STATS SNAPSHOT</b>	<b>July 2021</b>	<b>July 2022</b>	<b>June 2022</b>
Total Visitors	2,501	2,924	3,377
People Checking Out	478	496	515
Polk City Cardholders	426	428	449
Polk City Checkouts	4,434	4,313	4,799
Open Access Cardholders	24	30	33
Open Access Checkouts	185	317	415
Rural Cardholders	28	38	33
Rural Checkouts	325	433	475
Bridges E-book/Audiobook Checkouts	782	1,005	810
Outgoing ILL Books	15	19	36
Total Checkouts (incl. Bridges & Outgoing ILL)	5,741	6,087	6,535
Auto Renewals	823	828	677
Total Checkouts (adjusted for auto-renewal)	4,918	5,259	5,858
Incoming ILL Books	17	26	37
Reserves Placed	438	365	413
Materials Added	172	197	289
Materials Withdrawn	767	775	327
New Cards Issued	35	42	48

Computer Users	34	28	20
WiFi Users (on site)	340	434	457
Reference Questions	0	20	15
AWE Station Usage	206	147	198
AWE Games Played	480	409	599
Adult Programs	22	24	28
Adult Program Attendance	155	158	196
Youth Programs	44	25	32
Youth Program Attendance	1,579	883	1,204
Tutoring	0	8	7
No. of Meeting Room Uses by Outside Groups	0	0	4
Patron Savings (physical materials only)	\$59,475	\$64,338	\$75,852
Passports	32	33	32
Blank Park Zoo Adventure Pass (\$44)	13	14	11
Science Center of Iowa Adventure Pass (\$44)	14	12	9
Botanical Gardens Adventure Pass (\$34)	1	1	3
Des Moines Children's Museum (\$36)	3	4	0
Reiman Gardens (\$34)	6	5	6
TOTAL ADVENTURE PASS SAVINGS	\$1,534	\$1,492	\$1,186
Summer Reading Signups (0-11) as of 7/31	461	376	366
Summer Reading Signups (12-18) as of 7/31	44	40	39
Adult Reading Participation as of 7/31	168	156	153
Facebook Page Views July 1-31)	289	174	322
Facebook Post Reach (July 1-31)	2,652	2,641	3,572
New FacebookPageFollowers(July1-31)	21	not reported	not reported
New Facebook Page Likes (July 1-31)	16	8	12
Website Views	1,621	3,364	4,826

3. 2022 4th quarter stats
4. Preliminary end-of-year stats

VI. Liaison report – Rob Sargent updated on city happenings.

VII. Board Education: No education this month – Corey Hoodjer will complete for next month

VIII. Agenda Items

1. Review Tier Standards Section 7: Library Programming & Community Relations – reviewed
2. Review Tier Standards Section 9: Library Facility – reviewed

3. [Approve changes to Website Policy](#)  
MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve changes to the Website Policy.  
MOTION PASSED unanimously.
4. Approve [Resolution 2022-07L](#) correcting the [Youth Services Librarian FY23 wages](#)  
MOTION: A motion was made by Rod Bergren and seconded by Corey Hoodjer to approve Resolution 2022-07L with corrected Youth Services Librarian FY23 wages.  
MOTION PASSED unanimously.
5. Approve [ADA Priority 2](#) for Accreditation  
MOTION: A motion was made by Sara Olson and seconded by Corey Hoodjer to approve ADA Priority 2 for Accreditation.  
MOTION PASSED unanimously.
6. Approve [Resolution 2022-08L](#) hiring Marissa Pries as a library page at \$10.00/hour pending successful background check.  
MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve Resolution 2022-08L.  
MOTION PASSED unanimously.
7. Approve [Resolution 2022-09L](#) authorizing Library Director to proceed with the process of replacing the locks on the library and installing electronic access capabilities for the library as budgeted for fiscal year 2023.  
Quotes just came in today, and there are questions regarding service fees and maintenance; decision to table until next month and Jamie will contact companies for clarification.
8. Determine September Board Education – Corey Hoodjer
9. Set date for September library board meeting – Tuesday, September 6 at 6:30pm.

IX. Adjourn – President Mart adjourned meeting at 7:13pm.

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

Next Meeting Tuesday September 6, 2022.

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