

POLK CITY LIBRARY BOARD MEETING NOTES
Polk City Community Library
1500 W. Broadway, Polk City, IA
Tuesday, September 6, 2022 at 6:30 pm

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

II. Approval of the agenda

MOTION: A motion was made by Sara Olson and seconded by Rod Bergren 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>	None
<u>Guests Present:</u>	None

III. Consent Items

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

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

IV. Communication from the Public – None

V. Director's Report

Library Director's Report
August 2022

Library Statistics:

- August Circulation and library usage
 - August 2022 circulation decreased by 381 checkouts compared to July 2022 and increased by 958 compared to August 2021.
 - 2,406 individuals visited the library in August. This is a decrease of 518 compared to July 2022. It is an increase of 556 visitors compared to August 2021.
 - Library Patrons saved \$59,091 in August by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
 - 48 passport applications were processed
 - 2 Notary appointments
 - 33 Adventure Passes were used saving patrons \$1,356.
- Youth Services Librarian, Alexa Minasian, has resigned. Her last day will be September 9, 2022. We have started the search for her replacement.
- During the month of August, we did not see as big of a drop in library usage as we have in years past. We may consider keeping our extra part-time help through the first 2 weeks of August next year; perhaps even just Monday-Wednesday as Thursdays and Fridays tend to be quieter.

- The Friends of the Library book sale on Friday, August 5 raised \$365.
- Youth programming flyers were created for fall programming and were available on the activity tables at both West and Big Creek Elementary during back-to-school events.
- The WooHoo/BooHoo coffee on August 23 was not well attended.
- The library has applied for a grant from Metro Waste Authority to purchase a bottle filling station for our water fountains. The MWA is giving away \$1,000 toward the purchase of a bottle filler. Our current fountains need to be replaced so I have been getting quotes for the total cost. The Friends of the Library have indicated a willingness to help with the expense of replacement.
- The library's book vendor, Baker & Taylor, was a victim of a ransomware attack during the weekend of August 20. As of August 29, libraries are still unable to order materials, download MARC records or call or email the company. This also affects all reporting through the State Library of Iowa as they contract with a Baker & Taylor subsidiary for completing all annual reports and accreditation reports.
- The library produced its first monthly newsletter for September. Currently only 3 subscribers, but we will continue to advertise it.
- September is Library Card month.
- The library is once again providing access to our electronic resources to all North Polk students.
- Fall programming will begin the week of September 12.
- Director Noack will be attending the Association of Rural and Small Libraries (ARSL) conference in Chattanooga, TN from September 14-17.
- Director Noack will be on vacation from September 19-24.

1. [August 2022 Stats](#)

LIBRARY -August 2022 STATS SNAPSHOT	August 2021	August 2022	July 2022
Total Visitors	1,969	2,406	2,924
People Checking Out	409	453	496
Polk City Cardholders	366	402	428
Polk City Checkouts	3,600	4,156	4,313
Open Access Cardholders	24	24	30
Open Access Checkouts	248	308	317
Rural Cardholders	19	27	38
Rural Checkouts	142	298	433
Bridges E-book/Audiobook Checkouts	724	914	1,005
Outgoing ILL Books	34	30	19
Total Checkouts (incl. Bridges & Outgoing ILL)	4,748	5,706	6,087
Auto Renewals	786	793	828
Total Checkouts (adjusted for auto-renewal)	3,962	4,913	5,259
Incoming ILL Books	27	30	26
Reserves Placed	421	306	365
Materials Added	173	158	197

Materials Withdrawn	121	112	775
New Cards Issued	22	25	42
Computer Users	30	36	28
WiFi Users (on site)	286	399	434
Reference Questions	5	20	20
AWE Station Usage	142	183	147
AWE Games Played	259	230	409
Adult Programs	11	18	24
Adult Program Attendance	84	159	158
Youth Programs	2	2	25
Youth Program Attendance	26	11	883
Tutoring	0	3	8
No. of Meeting Room Uses by Outside Groups	0	0	0
Patron Savings (physical materials only)	\$49,893	\$59,091	\$64,338
Passports	31	48	33
Blank Park Zoo Adventure Pass (\$44)	13	16	14
Science Center of Iowa Adventure Pass (\$44)	9	7	12
Botanical Gardens Adventure Pass (\$34)	1	3	1
Des Moines Children's Museum (\$36)	2	2	4
Reiman Gardens (\$34)	4	5	5
TOTAL ADVENTURE PASS SAVINGS	\$1,210	\$1,356	\$1,492
Summer Reading Signups (0-11) as of 7/31			376
Summer Reading Signups (12-18) as of 7/31			40
Adult Reading Participation as of 7/31			156
Facebook Page Views Aug 1-31)	344	163	174
Facebook Post Reach (Aug 1-31)	4,569	2,447	2,641
New FacebookPageFollowers(Aug 1-31)	7	not reported	not reported
New Facebook Page Likes (Aug 1-31)	6	18	8
Website Views	1,185	2,492	3,364

VI. Liaison report – None

VII. Board Education – Corey Hoodjer was not present tonight

VIII. Agenda Items

1. Review [Social Media Policy](#) – reviewed; no changes

2. 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.

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve Resolution 2022-09L, authorizing the Library Director to proceed with replacing locks on the Polk City Community Library doors in accordance with the budget with Strauss Security Solutions for locksmith services up to \$12,000 as allocated by fiscal year 2023 library budget.

MOTION PASSED unanimously.

3. Approve [Resolution 2022-10L](#) authorizing the allocation of \$2,600 from the Library Trust account for the purpose of creating a myLIBRO library app.

MOTION: A motion was made by Rod Bergren and seconded by Angie Conley to approve Resolution 2022-10L, authorizing the allocation of \$2600 from Library Trust account to create a myLIBRO library app.

MOTION PASSED unanimously.

4. Approve [alternate operating hours](#) for select days in September due to staffing issues.

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve alternating operating hours for select days in September due to staffing issues as proposed.

MOTION PASSED unanimously.

IX. Adjourn – President Mart adjourned meeting at 7:06pm.

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

MOTION PASSED unanimously.

Next Meeting Monday, October 3, 2022 at 6:00 P.M.

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