**POLK CITY LIBRARY BOARD MEETING NOTES**

**Polk City Community Library**

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

**Monday, November 7, 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 Angie Conley and seconded by Rod Bergren 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: None

Guests Present: None

III. Consent Items

MOTION: A motion was made by Rod Bergren and seconded by Sara Olson to approve Consent Agenda.

MOTION PASSED unanimously.

1. Approve the [October 2022 Board Minutes](https://docs.google.com/document/d/1YJ5RxhBPWSZ1nKzDxto-fCa8_gQWNlVsA1LPglfk4EE/edit?usp=sharing)
2. Approve September 2022 financial statements
   1. [September 2022 History](https://drive.google.com/file/d/1pADDk9fZy7teO0G9Qw5IdYU663TLuxnk/view?usp=sharing)
   2. [September 2022 Budget](https://drive.google.com/file/d/1bssG5UcHzYZytm7lBiQy3kE4-NSNRReZ/view?usp=sharing)
   3. [September 2022 Revenue & Expenses](https://drive.google.com/file/d/1eZtrj48SnRFSK2LlBYXkpNRRmwtPnMtP/view?usp=sharing)
3. Cancel December Library Board Meeting

IV. Communication from the Public – None

V. [Director’s Report](https://docs.google.com/document/d/1KF2RfvOgmTn3YEU8k3tP3S4o3I5HTrR4ZqCFenHz-RQ/edit?usp=sharing)

**Library Director’s Report**

**October 2022**

**Library Statistics**:

* October Circulation and library usage
  + October 2022 circulation decreased by 213 checkouts compared to September 2022 and increased by 492 compared to October 2021.
  + 1,917 individuals visited the library in October. This is an increase of 78 compared to September 2022. It is an increase of 522 visitors compared to October 2021.
  + Library Patrons saved $40,195 in October by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
  + 49 passport applications were processed
  + 6 Notary appointments
  + 7 Adventure passes were used saving patrons $290.
* The Polk City Fire Department assisted with story times during Fire Prevention Week. The kids really enjoyed getting to see the fire trucks.
* Director Noack presented to a dozen libraries interested in becoming passport acceptance facilities at the Iowa Library Association conference, but was unable to attend other sessions due to a family emergency.
* The Polk County Library Association met on October 25 to discuss the fact that our 3-year funding contract with Polk County expires at the end of FY23. The Association determined that it was in our best interest to extend the current contract one year and renegotiate the contract next year in hopes the economy has stabilized.
* The library participated in the Go Polk City’s Trunk or Treat event at West Elementary on October 30. Approximately 160 kids attended.
* Our September and October teen programs were both canceled due to no registration.
* The Youth Services Librarian attended the Performer’s Showcase for summer reading 2023 programs.
* Youth Services has brought back the Messy Munchkins program once a month and added a Music & Movement program once a month.
* Youth Services began doing monthly outreach story times at Tender Years, Halley’s Academy and Lakes Early Learning Center this month.
* The State Survey/Annual Report was submitted to the State Library of Iowa on October 25.
* Director Noack attended a workshop on planning library construction/renovation projects post-COVID in Waterloo on November 4.
* Library staff will re-certify as passport acceptance agents in November. Allyson Reister will begin initial training in December.
* The electronic access and re-keying of the library will happen as soon as SEI has all of the parts in stock. This has been delayed due to supply chain issues. A temporary rekeying happened on October 29 for security reasons.
* The myLibro app development is a couple of weeks behind schedule.
* The city leaders and department heads will participate in annual goal setting on Wednesday, November 16 from 5:00-8:00.
* A tour of the newly renovated Bondurant Library is scheduled for the afternoon of Monday, January 16.
* The Friends of the Library will host a Santa’s Workshop at the library on Saturday, December 10 from 10:00-1:00.
* The Friends of the Library have joined forces with the Polk City Community Foundation and several other organizations in hosting the Foundation’s Gala on January 14, 2023.
* The Friends of the Library will host a Stuff-a-Pup storytime on Saturday, February 11, 2023 at the Methodist Church.

1. [October 2022 Stats](https://docs.google.com/spreadsheets/d/1EV9ueeyu_P9WnYokXEb4IM5g-vsk4KtUEO0iOZyJA1o/edit?usp=sharing)

|  |  |  |  |
| --- | --- | --- | --- |
| **LIBRARY -OCTOBER 2022 STATS SNAPSHOT** | **October 2021** | **October 2022** | **September 2022** |
| Total Visitors | 1,395 | 1,917 | 1,839 |
| People Checking Out | 338 | 386 | 392 |
| Polk City Cardholders | 292 | 339 | 348 |
| Polk City Checkouts | 2,575 | 2,989 | 3,167 |
| Open Access Cardholders | 22 | 22 | 19 |
| Open Access Checkouts | 142 | 194 | 149 |
| Rural Cardholders | 24 | 25 | 25 |
| Rural Checkouts | 296 | 231 | 284 |
| Bridges E-book/Audiobook Checkouts | 779 | 867 | 893 |
| Outgoing ILL Books | 23 | 26 | 27 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 3,815 | 4,307 | 4,520 |
| Auto Renewals | 595 | 719 | 666 |
| Total Checkouts (adjusted for auto-renewal) | 3,220 | 3,588 | 3,854 |
| Incoming ILL Books | 14 | 16 | 25 |
| Reserves Placed | 393 | 448 | 343 |
| Materials Added | 90 | 158 | 140 |
| Materials Withdrawn | 1 | 9 | 40 |
| New Cards Issued | 21 | 11 | 32 |
| Computer Users | 17 | 23 | 31 |
| WiFi Users (on site) | 281 | 391 | 354 |
| Reference Questions | 25 | 20 | 20 |
| AWE Station Usage | 80 | 82 | 209 |
| AWE Games Played | 209 | 208 | 277 |
| Adult Programs | 28 | 35 | 30 |
| Adult Program Attendance | 195 | 270 | 231 |
| Youth Programs | 18 | 15 | 10 |
| Youth Program Attendance | 192 | 381 | 226 |
| Tutoring | 0 | 4 | 0 |
| No. of Meeting Room Uses by Outside Groups | 2 | 3 | 3 |
| Patron Savings (physical materials only) | $35,108 | $40,195 | $47,156 |
| Passports | 23 | 49 | 26 |
| Blank Park Zoo Adventure Pass ($44) | 2 | 4 | 5 |
| Science Center of Iowa Adventure Pass ($44) | 1 | 1 | 3 |
| Botanical Gardens Adventure Pass ($34) | 1 | 0 | 2 |
| Des Moines Children's Museum ($36) | 1 | 1 | 0 |
| Reiman Gardens ($34) | NA | 1 | 1 |
| TOTAL ADVENTURE PASS SAVINGS | $202 | $290 | $454 |
| 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 |  |  |  |
| Facebook Page Views (Oct 1-31) | 303 | 113 | 97 |
| Facebook Post Reach (Oct 1-31) | 7,525 | 1,159 | 1,105 |
| New Facebook Page Followers(Oct 1-31) | 9 | not reported | not reported |
| New Facebook Page Likes (Oct 1-31) | 7 | 13 | 10 |
| Website Views | 1,067 | 2,312 | 2,272 |

VI. Liaison report – None

VII. Board Education: Corey Hoodjer is not present tonight

VIII.  Agenda Items

1. Review [Library Ordinance](https://docs.google.com/document/d/1gQNOB4OJg-6gec6ksp5UBPlNP9L0sXgEGZDzP8tWwKo/edit?usp=sharing) – reviewed; no changes needed
2. Review [Library Board of Trustees By-Laws](https://docs.google.com/document/d/1V3mJn1rGmqRH3DkKSSd_BChguTSYy_lV0fvdPIFZBK0/edit?usp=sharing) – reviewed; no changes needed
3. Review Library’s [Mission Statement](https://docs.google.com/document/d/1m7WERfZd3VnqM4ROlofBnSA0PleEYAdiKpkmjk5raPs/edit?usp=sharing) – reviewed; no changes needed
4. Approve [Passport Acceptance Policy](https://docs.google.com/document/d/15rIQ0avGCUVQGBgdnQpb7mdjLwhhk63krc62BqoEkHw/edit?usp=sharing)

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve Passport Acceptance Policy.

MOTION PASSED unanimously.

1. Discuss [2023 Strategic Plan](https://docs.google.com/document/d/1Lb4nv3YB0fvJPpcWt_P4MzcdGX5cX0gGDGBYqdJfxK0/edit?usp=sharing)

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve 2023 Strategic Plan.

MOTION PASSED unanimously.

1. Set the date for January 2023 Library Board of Trustees meeting – meeting set for Monday, January 9, 2023 at 6:30pm.

IX.  Adjourn – President Mart adjourned meeting at 6:56pm.

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve Meeting Adjournment.

MOTION PASSED unanimously.

Next Meeting Monday, January 9th, 2023 at 6:30pm.

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