**POLK CITY LIBRARY BOARD MEETING NOTES**

**Polk City Community Library**

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

**Monday, January 9, 2023 at 6:30 pm**

1. Call to order – President Lisa England called meeting to order at 6:30pm.

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

MOTION PASSED unanimously.

II. Approval of the agenda

MOTION: A motion was made by Rod Bergren and seconded by Corey Hoodjer to approve Meeting Agenda.

MOTION PASSED unanimously.

**Board Members Present:** Rod Bergren, Angie Conley, Corey Hoodjer, Lisa England, 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 Corey Hoodjer and seconded by Sara Olson to approve Consent Items.

MOTION PASSED unanimously.

1. Approve the [November 2022 Board Minutes](https://docs.google.com/document/d/1GZosfHN1PuJ0YQJrqKSlHCK9-NvlGMniQyTJFwDySqc/edit?usp=sharing)
2. Approve October 2022 financial statements
	1. [October 2022 History](https://drive.google.com/file/d/15LoyJGI-DfDwhyMIFTgSBJrBnT9JUhGQ/view?usp=sharing)
	2. [October 2022 Budget](https://drive.google.com/file/d/1dXsXR4IGdjAArSYv6NsnCpzZGZBGRIH6/view?usp=sharing)
	3. [October 2022 Revenue & Expenses](https://drive.google.com/file/d/1yZ1hUWwQ8Goi54NVpH-Sj_HFll0Tst5s/view?usp=sharing)
3. Approve November 2022 financial statements
	1. [November 2022 History](https://drive.google.com/file/d/19DxQ93AoaB3k8BTzVuNYt_zFjedjb-pW/view?usp=sharing)
	2. [November 2022 Budget](https://drive.google.com/file/d/1MPcESAi0xVbs5iiR5q5T-E7CzQb63n1R/view?usp=sharing)
	3. [November 2022 Revenue & Expenses](https://drive.google.com/file/d/1MEws-W903cYUGWKTgSbn4B1lmMtl4MSD/view?usp=sharing)

IV. Communication from the Public – None

V. [Director’s Report](https://docs.google.com/document/d/10Dq-0AkFwiPyiZCMONq9FCUbVg_l1ItxKySEPFF9NuI/edit?usp=sharing)

**Library Director’s Report**

**November/December 2022**

**Library Statistics**:

* November Circulation and library usage
	+ November 2022 circulation increased by 45 checkouts compared to October 2022 and increased by 135 compared to November 2021.
	+ 1,653 individuals visited the library in November. This is a decrease of 264 compared to October 2022. It is an increase of 95 visitors compared to November 2021.
	+ Library Patrons saved $44,240 in November by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
	+ 42 passport applications were processed
	+ 4 Notary appointments
	+ 5 Adventure passes were used saving patrons $210.
* December Circulation and library usage
	+ December 2022 circulation decreased by 652 checkouts compared to November 2022 and increased by 115 compared to December 2021.
	+ 1,533 individuals visited the library in December. This is a decrease of 120 compared to November 2022. It is an increase of 86 visitors compared to December 2021.
	+ Library Patrons saved $34,564 in December by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
	+ 54 passport applications were processed. 504 passport applications were processed in 2022.
	+ 4 Notary appointments
	+ 8 Adventure passes were used saving patrons $314.
* We have started our annual Winter Reading Challenge. Reading can be logged January 1-31, 2023.
* As of January 3, patrons must present their library card or a photo id when borrowing materials. We have had very little resistance to our enforcement of this policy.
* We have booked all of our performers for the 2023 Summer Reading Program. We have decided to go with a different theme this year, choosing to use a theme from 2012 “Reading is Delicious”. The two national themes for this year, “All Together Now” and “Find Your Voice” did not resonate with staff.
* The Friends of the Library participated in Light Up Polk City. 133 individuals make a snowman ornament at our table in the Realty One building
* The Friends of the Library hosted Santa’s Workshop at the library on December 10. We had 51 attendees.
* Allyson Reister has added Baby & Me and Music & Movement programs to our youth programming. We are also offering a PlayLab the first Saturday of each month from 10-2 where the meeting room will be transformed into self-directed play centers where families can spend time together. Adult supervision is required at all times. No staff will be permanently monitoring the room.
* We have received a $1,000 grant from the Metro Waste Authority to upgrade our water fountains. The Friends of the Library have agreed to cover the difference in cost.
* Library staff completed the recertification process for remaining passport acceptance agents in November.
* The myLibro app is active and patrons are starting to use it. Feedback has been positive.
* A tour of the newly renovated Bondurant Library is scheduled for the afternoon of Monday, January 16 at 2:00.
1. [November 2022 Stats](https://docs.google.com/spreadsheets/d/1WX29gVvc1uhZqTAW55dGdFVoAWf8YtGOLJqo3hEwJZQ/edit?usp=sharing)

|  |  |  |  |
| --- | --- | --- | --- |
| **LIBRARY -NOVEMBER 2022 STATS SNAPSHOT** | **November 2021** | **November 2022** | **October 2022** |
| Total Visitors | 1,558 | 1,653 | 1,917 |
| People Checking Out | 351 | 371 | 386 |
| Polk City Cardholders | 302 | 311 | 339 |
| Polk City Checkouts | 2,900 | 2,929 | 2,989 |
| Open Access Cardholders | 22 | 27 | 22 |
| Open Access Checkouts | 211 | 201 | 194 |
| Rural Cardholders | 27 | 33 | 25 |
| Rural Checkouts | 286 | 295 | 231 |
| Bridges E-book/Audiobook Checkouts | 800 | 902 | 867 |
| Outgoing ILL Books | 20 | 25 | 26 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 4,217 | 4,352 | 4,307 |
| Auto Renewals  | 702 | 628 | 719 |
| Total Checkouts (adjusted for auto-renewal) | 3,515 | 3,724 | 3,588 |
| Incoming ILL Books | 23 | 51 | 16 |
| Reserves Placed | 365 | 392 | 448 |
| Materials Added | 82 | 60 | 158 |
| Materials Withdrawn | 5 | 125 | 9 |
| New Cards Issued | 18 | 13 | 11 |
| Computer Users | 38 | 26 | 23 |
| WiFi Users (on site) | 293 | 342 | 391 |
| Reference Questions | 25 | 0 | 20 |
| AWE Station Usage | 74 | 58 | 82 |
| AWE Games Played | 183 | 170 | 208 |
| Adult Programs | 29 | 33 | 35 |
| Adult Program Attendance | 206 | 206 | 270 |
| Youth Programs | 19 | 18 | 15 |
| Youth Program Attendance | 232 | 247 | 381 |
| Tutoring | 0 | 6 | 4 |
| No. of Meeting Room Uses by Outside Groups | 3 | 2 | 3 |
| Patron Savings (physical materials only) | $40,917 | $44,240 | $40,195 |
| Passports | 34 | 42 | 49 |
| Blank Park Zoo Adventure Pass ($44) | 0 | 0 | 4 |
| Science Center of Iowa Adventure Pass ($44) | 2 | 4 | 1 |
| Botanical Gardens Adventure Pass ($34) | 0 | 1 | 0 |
| Des Moines Children's Museum ($36) | 0 | 0 | 1 |
| Reiman Gardens ($34) | NA | 0 | 1 |
| TOTAL ADVENTURE PASS SAVINGS | $88 | $210 | $290 |
| 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 |  |  |  |
| Social Media Page Views (Nov 1-30) | 117 | 98 | 113 |
| Social Media Post Reach (Nov 1-30) | 2,997 | 2,385 | 1,159 |
| New Social Media Followers(Nov 1-30) | 13 | 2 | not reported |
| New Social Media Likes (Nov 1-30) | 11 | 5 | 13 |
| Website Views  | 1,132 | 2,290 | 2,312 |

1. [December 2022 Stats](https://docs.google.com/spreadsheets/d/153YxYsJilmXYbc6gqZ_IWEj6I1ZS9yH0bRjg9gTvKcM/edit?usp=sharing)

|  |  |  |  |
| --- | --- | --- | --- |
| **LIBRARY -DECEMBER 2022 STATS SNAPSHOT** | **December 2021** | **December 2022** | **November 2022** |
| Total Visitors | 1,447 | 1,533 | 1,653 |
| People Checking Out | 327 | 306 | 371 |
| Polk City Cardholders | 284 | 264 | 311 |
| Polk City Checkouts | 2,457 | 2,362 | 2,929 |
| Open Access Cardholders | 22 | 18 | 27 |
| Open Access Checkouts | 199 | 141 | 201 |
| Rural Cardholders | 21 | 24 | 33 |
| Rural Checkouts | 191 | 213 | 295 |
| Bridges E-book/Audiobook Checkouts | 714 | 963 | 902 |
| Outgoing ILL Books | 24 | 21 | 25 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 3,585 | 3,700 | 4,352 |
| Auto Renewals  | 498 | 579 | 628 |
| Total Checkouts (adjusted for auto-renewal) | 3,087 | 3,121 | 3,724 |
| Incoming ILL Books | 22 | 26 | 51 |
| Reserves Placed | 407 | 260 | 392 |
| Materials Added | 104 | 110 | 60 |
| Materials Withdrawn | 3 | 8 | 125 |
| New Cards Issued | 18 | 19 | 13 |
| Computer Users | 25 | 30 | 26 |
| WiFi Users (on site) | 352 | 274 | 342 |
| Reference Questions | 25 | 0 | 0 |
| AWE Station Usage | 82 | 43 | 58 |
| AWE Games Played | 257 | 94 | 170 |
| Adult Programs | 32 | 30 | 33 |
| Adult Program Attendance | 209 | 173 | 206 |
| Youth Programs | 14 | 18 | 18 |
| Youth Program Attendance | 233 | 458 | 247 |
| Tutoring | 0 | 4 | 6 |
| No. of Meeting Room Uses by Outside Groups | 4 | 1 | 2 |
| Patron Savings (physical materials only) | $36,658 | $34,564 | $44,240 |
| Passports | 41 | 54 | 42 |
| Blank Park Zoo Adventure Pass ($44) | 0 | 0 | 0 |
| Science Center of Iowa Adventure Pass ($44) | 4 | 4 | 4 |
| Botanical Gardens Adventure Pass ($34) | 2 | 2 | 1 |
| Des Moines Children's Museum ($36) | 0 | 1 | 0 |
| Reiman Gardens ($34) | 1 | 1 | 0 |
| TOTAL ADVENTURE PASS SAVINGS | $278 | $314 | $210 |
| 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 |  |  |  |
| Social Media Page Views (Dec 1-31) | 100 | 125 | 98 |
| Social Media Post Reach (Dec 1-31) | 1,626 | 1,984 | 2,385 |
| New Social Media Followers(Dec 1-31) | 10 | 3 | 2 |
| New Social Media Likes (Dec 1-31) | 10 | 11 | 5 |
| Website Views  | 1,977 | 2,200 | 2,290 |

VI. Liaison report – None; new liaison is Jeff Walters as of 1/1/23.

VII. Board Education: None; Corey will do this next month

VIII.  Agenda Items

1. Review Tier Standards-Section 1: Library Governance – reviewed
2. Review [Collection Development Policy](https://docs.google.com/document/d/1ri1sq4zNEWbZxRkfCtd4ULzPGUkmNJdtmhm1oD1mIHM/edit?usp=sharing) – reviewed; no changes necessary
3. Review FY24 Budget Request
4. Approve [2023 Library Closings](https://docs.google.com/document/d/1i_L1On7SfFbfD0Fq58qxYJrN9Pj_B88DMsXdiuxmyOc/edit?usp=sharing)

MOTION: A motion was made by Corey Hoodjer and seconded by Angie Conley to approve 2023 Library Closings.

MOTION PASSED unanimously.

1. Approve Resolution 2023-1L declaring items of no value

MOTION: A motion was made by Rod Bergren and seconded by Sara Olson to approve Resolution 2023-1L, declaring items of no value.

MOTION PASSED unanimously.

1. Discuss possible revisions to [2023 Strategic Plan: Goal 1, Objective 2](https://docs.google.com/document/d/11cKnKdtIMUqLdRtcME9kH7fKsq884yS8Eb8GvuRhhj4/edit?usp=sharing)

MOTION: A motion was made by Corey Hoodjer and seconded by Angie Conley to approve revisions to 2023 Strategic Plan: Goal 1, Objective 2.

MOTION PASSED unanimously.

1. Approve Accreditation Paperwork

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

MOTION PASSED unanimously.

IX.  Adjourn – President England adjourned meeting at 7:15pm.

MOTION: A motion was made by Angie Conley and seconded by Corey Hoodjer to approve meeting adjournment.

MOTION PASSED unanimously.

Next Meeting Monday, February 6, 2023

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