

**POLK CITY LIBRARY BOARD MEETING NOTES**  
**Polk City Community Library Meeting Room**  
**1500 W. Broadway, Polk City, IA**  
**Monday, May 2, 2022 at 6:30 pm**

I. Call to order – Meeting called to order at 6:30pm.

II. Approval of the agenda

MOTION: A motion was made by Rod Bergren and seconded by Angie Conley 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>	Rob Sargent
<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 Sara Olson and seconded by Corey Hoodjer to approve Consent Items.  
MOTION PASSED unanimously.

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

IV. Communication from the Public – None

V. Director's report

**Library Director's Report**  
**April 2022**

**Library Statistics:**

- April Circulation and library usage
  - April 2022 circulation decreased by 324 compared to March 2022.
  - 1,564 individuals visited the library in April 2022. This is a decrease of 376 compared to March 2022. This is largely due to extra programming over Spring Break.
  - Library patrons saved \$38,91 in April 2022 by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
  - 38 Passport applications were processed.
  - 8 Adventure passes were used saving patrons \$332..

**What's New:**

- Library Giving Day on April 6 generated over \$1,000 in cash donations to the Friends of the Library and hundreds of dollars' worth of supplies from our Amazon Wish List for our summer reading program.
- Director Noack helped The Friends of the Library during an activity tent at the Earth Day 5K on Saturday, April 23.
- Director Noack will be off from May 12-16.
- May 23-28 will be Fareway's annual Round Up for the Friends of the Library.

- The Friends of the Library received a \$500 grant from Walmart for Summer Reading Expenses. We plan to use it to purchase hot dogs, marshmallows, chips, etc. for our Summer Celebration at Jester Park on July 26.
- The summer reading program promotional video is complete and will be sent to the schools this week or as soon as the related bookmarks arrive.
- The Summer Reading Program registration kickoff will be from 4-7 pm on May 26 at the Farmer's Market.
- The Friends of the Library will have an activity at the Police City Police Summer Kickoff on Friday, June 3.
- We have put most of the toys that were put away during the pandemic.
- Director Noack will be doing staff evaluations during the next 2 weeks in preparation for wage approvals at the June Board meeting.
- The surplus electronic equipment was listed on GovDeals. The auction ended this afternoon and the bundle sold for \$101.
- The library's panic buttons are scheduled to be installed this week. This is part of a city-wide project to make all buildings safer.
- The new wireless router should be installed within the next 2 weeks.

1. [April 2022 Stats](#)

<b>LIBRARY -APRIL 2022 STATS SNAPSHOT</b>	<b>April 2020 (COVID-19)</b>	<b>April 2021 (COVID-19)</b>	<b>April 2022</b>	<b>March 2022</b>
Total Visitors	0	1,005	1,564	1,940
People Checking Out	244	249	314	347
Polk City Cardholders	215	214	280	312
Polk City Checkouts	1,618	1,979	2,704	3,009
Open Access Cardholders	15	14	14	15
Open Access Checkouts	196	180	154	144
Rural Cardholders	14	21	20	20
Rural Checkouts	91	238	223	229
Bridges E-book/Audiobook Checkouts	700	696	844	845
Outgoing ILL Books	4	28	26	40
Total Checkouts (incl. Bridges & Outgoing ILL)	2,609	3,121	3,954	4,267
Auto Renewals	NA	303	520	509
Total Checkouts (adjusted for auto-renewal)	2,609	2,818	3,434	3,758
Incoming ILL Books	1	16	29	29
Reserves Placed	1,948	910	396	308
Materials Added	107	208	251	87
Materials Withdrawn	8	46	289	756
New Cards Issued	8	6	20	10

Computer Users	0	20	39	48
WiFi Users (on site)	181	273	276	294
Reference Questions	0	1	1	0
AWE Station Usage	0	0	85	107
AWE Games Played	0	0	270	297
Adult Programs	12	22	33	38
Adult Program Attendance	60	115	237	250
Youth Programs	4	18	16	17
Youth Program Attendance	138	274	255	205
Tutoring	0	0	0	0
No. of Meeting Room Uses by Outside Groups	0	0	2	1
Patron Savings (physical materials only)	\$31,802	\$31,664	\$38,691	\$44,386
Passports	NA	20	38	58
Blank Park Zoo Adventure Pass (\$44)	0	4	1	2
Science Center of Iowa Adventure Pass (\$44)	0	1	5	3
Botanical Gardens Adventure Pass (\$34)	0	1	2	4
Des Moines Children's Museum (\$36)	NA	NA	0	2
Reiman Gardens (\$34)	0	NA	0	1
TOTAL ADVENTURE PASS SAVINGS	0	\$254	\$332	\$462
Summer Reading Signups (0-11) as of 6/30				
Summer Reading Signups (12-18) as of 6/30				
Adult Reading Participation as of 6/30				
Facebook Page Views (April 4-May 21)	377	103	124	79
Facebook Post Reach (April 4-May 1)	2,497	3,821	1,357	1,209
New Facebook Page Followers (April 4-May 1)	18	2	8	20
New Facebook Page Likes (April 4-May 1)	17	2	7	18
Website Views	2,890	2,557	1,784	2,027

#### VI. Liaison report

- City buildings downtown – talking about getting quotes
- Meetings are underway regarding 4 Seasons Festival – parade etc.

VII. Board Education: Lisa Mart 6:35-6:53pm – 13 Ways to Kill Your Community by Doug Griffiths

#### VIII. Agenda Items

1. Review Tier Standards Section 5: Virtual Spaces – reviewed; no changes
2. Review and approve [quote for gutter repair/replacement](#)

MOTION: A motion was made by Corey Hoodjer and seconded by Rod Bergren to approve expense up to \$4000 for all gutter replacement pending quote and verification with city government regarding quote needs.

MOTION PASSED unanimously.

3. Review [Personnel Policy](#) & [Criminal Background Check Policy](#) – reviewed; no changes
4. Review Job Descriptions – reviewed; requested more detail into the physical requirement & working demands.
  - a. [Library Director](#)
  - b. [Assistant Director](#)
  - c. [Youth Services Librarian](#)
  - d. [Library Clerk](#)
  - e. [Library Page](#)
5. Appoint committee to complete annual review of Library Director  
Lisa Mart and Angie Conley will be on the Annual Review committee

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

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

MOTION PASSED unanimously.

Next Meeting Monday, June 6, 2022 at 6:30pm at Miller Park

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