**POLK CITY LIBRARY BOARD MEETING NOTES**

**Polk City Community Library**

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

**Monday, October 3, 2022 at 6:00 pm**

I. Call to order – President Mart called meeting to order at 6:00pm.

II. Approval of the agenda

MOTION: A motion was made by Rod Bergren and seconded by Sara Olson 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: Rob Sargent

Guests Present: 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 [September 2022 Board Minutes](https://docs.google.com/document/d/17onaQ028VCp8QiqoHDIfwmpYNWTyjflnwf0FbHjj-is/edit?usp=sharing)
2. Approve the [September 2022 Special Board Meeting Minutes](https://docs.google.com/document/d/11iZn_XAUxNBYPTV9mceXowsw8bjF1yZEKqdtNdmzVdw/edit?usp=sharing)
3. Approve August 2022 financial statements
   1. [August 2022 History](https://drive.google.com/file/d/1L4-ARwD4EOpjYke6qfoVbAQRDu1OGAT1/view?usp=sharing)
   2. [August 2022 Budget](https://drive.google.com/file/d/1NGA9movQG7Eu3EQ3iRU52P25nCcTNj7W/view?usp=sharing)
   3. [August 2022 Revenue & Expenses](https://drive.google.com/file/d/1PrZdUgDbXTlMw_xVgXQRs8XsT6KAPbu3/view?usp=sharing)

IV. Communication from the Public - None

V. Director’s Report

September circulation is down compared to August this year but higher than September 2021.

Patrons saved $54,000 using the library in September.

Allyson Reister started her position as Youth Librarian last Wednesday and training is going well.

Fall programming is going well, including story time and geri-fitness.

Director Noack went to a conference in Chattanooga that was very beneficial. She would like to take more staff next year. She will be at the ILL conference next week and doing a talk on passports.

Fall Fest was last weekend and went well. PCCL had a booth.

MyLibro app has a launch date set. Staff will have a couple weeks to play around with the app before it launches.

Electronic access doors should be done in the coming weeks.

Might have trunk for trunk or treat night. This will be discussed at an upcoming staff meeting.

Creative Bug has been discontinued. It was not used often enough to justify continuing the program.

Resource will be added to online offerings regarding Iowa laws.

Director Noack plans to attend a hands-on workshop in Waterloo on Nov 4, topic of building or renovating libraries in a post-Covid world.

1. [September 2022 Stats](https://docs.google.com/spreadsheets/d/1hvNwdUBJwbPjOKUQXIfHC6snxMbex1Sp80R8lghWnMc/edit?usp=sharing)

|  |  |  |  |
| --- | --- | --- | --- |
| **LIBRARY -SEPTEMBER 2022 STATS SNAPSHOT** | **September 2021** | **September 2022** | **August 2022** |
| Total Visitors | 1,658 | 1,839 | 2,406 |
| People Checking Out | 358 | 392 | 453 |
| Polk City Cardholders | 314 | 348 | 402 |
| Polk City Checkouts | 2,804 | 3,167 | 4,156 |
| Open Access Cardholders | 23 | 19 | 24 |
| Open Access Checkouts | 234 | 149 | 308 |
| Rural Cardholders | 21 | 25 | 27 |
| Rural Checkouts | 262 | 284 | 298 |
| Bridges E-book/Audiobook Checkouts | 764 | 893 | 914 |
| Outgoing ILL Books | 23 | 27 | 30 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 4,088 | 4,520 | 5,706 |
| Auto Renewals | 694 | 666 | 793 |
| Total Checkouts (adjusted for auto-renewal) | 3,394 | 3,854 | 4,913 |
| Incoming ILL Books | 27 | 25 | 30 |
| Reserves Placed | 404 | 343 | 306 |
| Materials Added | 131 | 140 | 158 |
| Materials Withdrawn | 396 | 40 | 112 |
| New Cards Issued | 25 | 32 | 25 |
| Computer Users | 12 | 31 | 36 |
| WiFi Users (on site) | 227 | 354 | 399 |
| Reference Questions | 1 | 20 | 20 |
| AWE Station Usage | unavailable | 209 | 183 |
| AWE Games Played | unavailable | 277 | 230 |
| Adult Programs | 35 | 30 | 18 |
| Adult Program Attendance | 218 | 231 | 159 |
| Youth Programs | 13 | 10 | 2 |
| Youth Program Attendance | 236 | 226 | 11 |
| Tutoring | 0 | 0 | 3 |
| No. of Meeting Room Uses by Outside Groups | 1 | 3 | 0 |
| Patron Savings (physical materials only) | $41,775 | $47,156 | $59,091 |
| Passports | 26 | 26 | 48 |
| Blank Park Zoo Adventure Pass ($44) | 5 |  | 16 |
| Science Center of Iowa Adventure Pass ($44) | 4 |  | 7 |
| Botanical Gardens Adventure Pass ($34) | 1 |  | 3 |
| Des Moines Children's Museum ($36) | 1 |  | 2 |
| Reiman Gardens ($34) | 0 |  | 5 |
| TOTAL ADVENTURE PASS SAVINGS | $466 |  | $1,356 |
| 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 (Sept 1-30) | 152 | 97 | 163 |
| Facebook Post Reach (Sept 1-30) | 8,727 | 1,105 | 2,447 |
| New Facebook Page Followers(Sept 1-30) | 10 | not reported | not reported |
| New Facebook Page Likes (Sept 1-30) | 9 | 10 | 18 |
| Website Views | 1,107 | 2,272 | 2,492 |

VI. Liaison report – Rob Sargent advised on current projects the City is working on and around Polk City.

VII. Board Education: strategic planning review; 90 minutes

VIII.  Agenda Items

1. Review [Patron Behavior Policy](https://docs.google.com/document/d/1Zgl3_r-VcUhkTP3lShBsIz1qFLfsPPYDGVU8o3pT_2Q/edit?usp=sharing); reviewed; no changes at this time. There are some concerns regarding recent happenings at the Library. If this needs to be addressed before the 2-year reviewal it will come back for review.
2. Approve closing of library on October 25 from 11:45-1:30 so staff can attend city luncheon.

MOTION: A motion was made by Angie Conley and seconded by Sara Olson to approve closure of the library on October 25 from 11:45-1:30 so staff can attend the city luncheon.

MOTION PASSED unanimously.

IX.  Adjourn – President Mart adjourned meeting at 6:21pm.

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

MOTION PASSED unanimously.

Next Meeting Monday, November 7, 2022 at 6:30 P.M.

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