**POLK CITY LIBRARY BOARD MEETING NOTES**

**Polk City Community Library**

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

**Monday, May 1, 2023 at 6:30 pm**

I. Call to Order - Sara Olson called meeting to order at 6:34pm.

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, Corey Hoodjer, Sara Olson

**Board Members Absent:**  Corey Hoodjer, Lisa England

**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 Angie Conley to remove March 2023 financial statement from the Consent Items.

MOTION PASSED unanimously.

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

MOTION PASSED unanimously.

1. Approve the [April 2023 Board Minutes](https://docs.google.com/document/d/1ac7Wtb2jpbb_kxlwkRkI7uLzOYI2Bf4SJoJAaZugRbA/edit?usp=sharing)
2. Approve March 2023 financial statements
   1. March 2023 History
   2. March 2023 Budget
   3. March 2023 Revenue & Expenses

IV. Communication from the Public - None

V. [Director’s Report](https://docs.google.com/document/d/1-LDGOhbDyG3gR7f_goAzE03H9O97QnwS0jacvDuxM_k/edit?usp=sharing)

**Library Director’s Report**

**April 2023**

**Library Statistics**:

* April Circulation and library usage
  + April 2023 circulation of 3,956 was a decrease of 1,040 checkouts compared to March 2023 and an increase of 2 compared to April 2022. Spring break helped boost March checkouts.
  + 1,635 individuals visited the library in April. This is a decrease of 561 compared to March 2023. It is an increase of 71 visitors compared to April 2022.
  + Library Patrons saved $36,118 in April by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
  + 43  passport applications were processed
  + 3 Notary appointments
  + Adventure passes were used saving patrons $.

* 99 patrons are using the myLibro app.
* The library received over $1,500 in cash donations during Library Giving Day. Additionally, everything on our Amazon Wish List was purchased and donated.
* The Friends of the Library had an activity at the Earth Day 5K event on April 22. We are grateful to Shawn Comer for letting us have the cookie decorating inside Papa’s Pizzeria due to the inclement weather. Over 100 people visited the activity.
* Director Noack will be on vacation May 12-20.
* Most library programming is on hiatus during May as we prepare for our summer reading program.
* The Summer Reading Kickoff will be held at the Polk City Farmer’s Market from 4:00-7:00 pm on May 25.
* We have 12 teens volunteering this summer.
* Friends of the LIbrary roundup at Fareway will be May 22-27

1. [April 2023 Stats](https://docs.google.com/spreadsheets/d/1DEjTJVplR-WAGR-GZEAQtBzoRQpWp_w9YBJPPCqMSP8/edit?usp=sharing)

|  |  |  |  |
| --- | --- | --- | --- |
| **LIBRARY -APRIL 2023 STATS SNAPSHOT** | **April 2022** | **April 2023** | **March 2023** |
| Total Visitors | 1,564 | 1,635 | 2,196 |
| People Checking Out | 314 | 373 | 413 |
| Polk City Cardholders | 280 | 326 | 358 |
| Polk City Checkouts | 2,704 | 2,475 | 3,317 |
| Open Access Cardholders | 14 | 19 | 26 |
| Open Access Checkouts | 154 | 150 | 224 |
| Rural Cardholders | 20 | 28 | 29 |
| Rural Checkouts | 223 | 203 | 238 |
| Bridges E-book/Audiobook Checkouts | 844 | 1,104 | 1,174 |
| Outgoing ILL Books | 26 | 24 | 43 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 3,954 | 3,956 | 4,996 |
| Auto Renewals | 520 | 584 | 636 |
| Total Checkouts (adjusted for auto-renewal) | 3,434 | 3,372 | 4,360 |
| Incoming ILL Books | 29 | 36 | 50 |
| Reserves Placed | 396 | 262 | 327 |
| Materials Added | 251 | 161 | 202 |
| Materials Withdrawn | 289 | 100 | 19 |
| New Cards Issued | 20 | 23 | 26 |
| Computer Users | 39 | 42 | 42 |
| WiFi Users (on site) | 276 | 341 | 407 |
| AWE Station Usage | 85 | 82 | 80 |
| AWE Games Played | 270 | 232 | 166 |
| Adult Programs | 33 | 27 | 36 |
| Adult Program Attendance | 237 | 211 | 289 |
| Youth Programs | 16 | 17 | 17 |
| Youth Program Attendance | 255 | 326 | 252 |
| Tutoring | $0 | 4 | 4 |
| No. of Meeting Room Uses by Outside Groups | $2 | 1 | 1 |
| Patron Savings (physical materials only) | $38,691 | $36,118 | $49,402 |
| Passports | 38 | 43 | 51 |
| Blank Park Zoo Adventure Pass ($44) | 1 |  | 2 |
| Science Center of Iowa Adventure Pass ($44) | 5 |  | 9 |
| Botanical Gardens Adventure Pass ($34) | 2 |  | 4 |
| Des Moines Children's Museum ($36) | 0 |  | 1 |
| Reiman Gardens ($34) | 0 |  | 0 |
| TOTAL ADVENTURE PASS SAVINGS | $332 |  | $656 |
| 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 (April 1-30) | 377 | 330 | 548 |
| Social Media Post Reach (April 1-30) | 2,497 | 1,814 | 2,031 |
| New Social Media Followers(April 1-30) | 18 | 2 | 18 |
| New Social Media Likes (April 1-30) | 17 | 9 | 16 |
| Website Views | 2,890 | 2,666 | 3,197 |

VI. Liaison report - None

VII. Board Education: None

VIII.  Agenda Items

1. Review Tier Standards-Section 5: Virtual Spaces – reviewed
2. Review [Personnel Policy](https://docs.google.com/document/d/13vQBa5taO9HugnZ_rVn5XwYLozwOYLc45Ni8VApHGv8/edit?usp=sharing) – reviewed
3. Review [Criminal Background Check Policy](https://docs.google.com/document/d/1wL9hgjyyhvSrwwfXaQ0HsqhAHCG-iC6SpyszQ6DdqXE/edit?usp=sharing)– reviewed
4. Approve revisions to [Collection Development Policy](https://docs.google.com/document/d/1fFRwC-egWpkkd35xGxSUN-ND929rPexbwLW8TmJ7eFw/edit?usp=sharing)

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve revisions to Collection Development Policy.

MOTION PASSED unanimously.

1. Approve revisions to [Reconsideration Policy](https://docs.google.com/document/d/1OYNVGHGWELZ0PaDeVSKmABZ9r5xkJimOTEK-t4XOIH0/edit?usp=sharing)

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

MOTION PASSED unanimously.

1. Approve expanding summer morning hours for library pages to include the first 3 weeks in August.

MOTION: A motion was made by Angie Conley and seconded by Rod Bergren to approve expanding summer morning hours for library pages to include the first 3 weeks in August.

MOTION PASSED unanimously.

1. Determine Evaluators for Library Director annual evaluation – Angie Conley and Lisa England.
2. Determine Board Education for June – Sara Olson will do board education

IX.  Adjourn – Sara Olson adjourned meeting at 6:46pm.

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

MOTION PASSED unanimously.

Next Meeting Monday, June 5, 2023

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