

**POLK CITY LIBRARY BOARD MEETING NOTES**  
**Polk City Community Library Meeting Room**  
**1500 W. Broadway, Polk City, IA**  
**Monday, March 7, 2022 at 6:30 pm**

I. Call to Order – President Lisa Mart called meeting to order at 6:29pm.

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.

<u>Board Members Present:</u>	Rod Bergren, Angie Conley, Lisa Mart, Sara Olson
<u>Board Members Absent:</u>	Corey Hoodjer
<u>Library Director Present:</u>	Jamie Noack
<u>City Council Liaison Present:</u>	Rob Sargent
<u>Guests Present:</u>	Chelsea Huisman

III. Consent Items

MOTION: A motion was made by Sara Olson and seconded by Angie Conley to approve Consent Items.  
MOTION PASSED unanimously.

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

IV. Communication from the Public – None

V. Director's report

1. [February 2022 Stats](#)
2. [Programming Summary](#)

**Library Director's Report**  
**February 2022**

**Library Statistics:**

- February Circulation and library usage
  - February 2022 circulation decreased by 210 compared to January 2022 and increased by 1,126 compared to February 2021. Circulation was down 340 (approximately 10%) compared to February 2020 (pre-pandemic).
  - 1,545 individuals visited the library in February 2022. This is an increase of 222 compared to January 2022. It is a decrease of 486 (approximately 24%) compared to February 2020 (pre-pandemic).

- Library patrons saved 36,932 in February 2022 by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads or hotspot loans).
- 40 Passport applications were processed.
- 8 Adventure passes were used saving patrons \$316.

**What's New:**

- The Teddy Bear Storytime on February 12 was a huge success. Everything ran smoothly and everyone had a great time.
- Protex Central was finally able to determine the issues with our fire alarm system was located in the communication box. Additionally, all alarm systems are transitioning away from POTS lines to cellular communication. The decision was made to upgrade our system at a cost of \$967. This allowed us to drop both of the POTS lines serviced by Centurylink so the cost of the upgrade will be recouped in less than one year. The cellular fees are included in our annual monitoring contract which is \$480/year. That service will also now be provided by Protex Central instead of contracted out to PerMar.
- We are working on creating a monthly newsletter and ways to distribute it electronically. The ALA NEH grant that we received is allowing us to purchase a program called LibraryAware. We are currently using a free trial to see how we can use it.
- Last month, the library and parks & rec department sent our annual fundraising letter to local businesses. The library has received \$2340 in donations as of today. Businesses that donate are recognized on our summer reading website and receive a window decal for their business indicating their support.
- Last year, we added Ancestry.com to our online offerings. The first year was paid for with CARES funds after the Board had allocated funds from the Library Trust in the FY22 budget to offer the service. The intent was to use those funds to pay for a second year. We are not seeing usage statistics that support continuing the service so we plan to let it expire at the end of May.
- The fax line has also been transitioned to an internet line replacing our final Centurylink line.
- HF2176: Obscene Materials to Minors is dead. This bill would have made it an aggravated misdemeanor or Class D felony for a public librarian to knowingly give obscene materials to a minor.
- HF2321 is dead. This bill would have allowed city councils to overturn a library's decision to place materials in a particular location within the library when residents express concerns.

<b>LIBRARY -FEBRUARY 2022 STATS SNAPSHOT</b>	<b>February 2020</b>	<b>February 2021 (COVID-19)</b>	<b>February 2022</b>	<b>January 2022</b>
Total Visitors	2,031	66	1,545	1,323
People Checking Out	387	205	313	311
Polk City Cardholders	345	175	275	268
Polk City Checkouts	3,103	1,357	2,357	2,470
Open Access Cardholders	18	13	20	22
Open Access Checkouts	161	62	97	200
Rural Cardholders	24	17	18	21
Rural Checkouts	218	198	263	246
Bridges E-book/Audiobook Checkouts	633	631	791	902

Outgoing ILL Books	34	19	25	24
Total Checkouts (incl. Bridges & Outgoing ILL)	4,149	2,321	3,533	3,842
Auto Renewals	700	338	424	523
Total Checkouts (adjusted for auto-renewal)	3,449	1,983	3,109	3,319
Incoming ILL Books	42	24	44	21
Reserves Placed	197	1,214	303	407
Materials Added	142	78	48	93
Materials Withdrawn	10	4	180	4
New Cards Issued	20	9	15	17
Computer Users	59	2	31	23
WiFi Users (on site)	325	172	248	264
Reference Questions	20	0	5	5
AWE Station Usage	68	0	98	61
AWE Games Played	182	0	286	198
Adult Programs	39	20	35	21
Adult Program Attendance	248	168	219	173
Youth Programs	15	15	21	15
Youth Program Attendance	305	482	343	200
Tutoring	22	0	0	0
No. of Meeting Room Uses by Outside Groups	6	0	3	1
Patron Savings (physical materials only)	\$42,936	\$23,436	\$36,932	\$36,890
Passports	NA	11	40	55
Blank Park Zoo Adventure Pass (\$44)	1	0	1	0
Science Center of Iowa Adventure Pass (\$44)	2	0	3	1
Botanical Gardens Adventure Pass (\$34)	1	0	2	1
Brenton Skating Plaza (\$46.50)	1	NA	NA	NA
Des Moines Children's Museum (\$36)	0	NA	2	1
Reiman Gardens (\$34)	NA	NA	0	0
<b>TOTAL ADVENTURE PASS SAVINGS</b>	<b>\$212.50</b>	<b>\$0.00</b>	<b>\$316</b>	<b>\$114</b>
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 (Feb. 1-28)	218	235	172	248
Facebook Post Reach (Feb. 1-28)	3,455	2,395	2,170	3,789

New Facebook Page Followers (Feb. 1-28)	14	12	17	16
New Facebook Page Likes (Feb. 1-28)	13	10	15	13
Website Views	1,939	2,956	2,039	2,627

VI. Liaison Report – City working on budget stuff

VII. City Manager Presentation – 6:37 – 6:51 – 14 minutes – The City is conducting research into city salaries. Goal is to ensure the City of Polk City is comparable to cities of similar size/taxable evaluation. Preliminary data for several cities within the state of Iowa were chosen, including Adel, Bondurant, Eldridge, Hiawatha, Pleasant Hill, Norwalk, Sgt. Bluff, and Windsor Hgts. Some of these cities do not have libraries. Other cities were suggested to be used for comparison. Plan is for City Manager Huisman to return in the future and make recommendation for how to implement these if necessary.

VIII. Board Education: 10 Habits of Effective Library Boards (Rod Bergren) – 6:51 – 7:02 – 11 minutes – suggestions included a mission statement for the Library Board; work together; take time away from meetings to discuss goals etc; be receptive to the public.

IX. Agenda Items

1. Review Tier Standards Section 3: Library Personnel – reviewed
2. Approve changes to [Circulation Policy](#)  
Table until next month – will likely approve changes as proposed with the addition of an overdue hotspot will count towards the yearly check out allowed per household.
3. Approve changes to [Electronic Devices Policy](#)  
Table until next month – correlates to Circulation Policy.
4. Determine Board Education for March 2022 – Lisa Mart TBD

X. Adjourn – President Mart adjourned meeting at 7:16pm

MOTION: A motion was made by Sara Olson and seconded by Rod Bergren to adjourn meeting.  
MOTION PASSED unanimously.

Next Meeting Monday, April 4, 2022

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