**POLK CITY LIBRARY BOARD MEETING NOTES**

**Polk City Community Library**

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

**Monday, November 6, 2023 at 6:30 pm**

I. Call to order - President England called meeting to order at 6:31pm.

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.

**Board Members Present:** Rod Bergren, Angie Conley, Lisa England, Sara Olson, Justin Young

**Board Members Absent:**  None

 **Library Director Present:**  Jamie Noack

 **City Council Liaison Present:** None

**Guests Present:** None

III. Consent Items

MOTION: A motion was made by Justin Young and seconded by Sara Olson to approve Consent Items.

MOTION PASSED unanimously.

1. Approve the [October 2023 Board Minutes](https://docs.google.com/document/d/1x2LUl2qgGNl_iGP9d3GsRn0jl6-_b1aBM2wBwZnuBD8/edit?usp=sharing)
2. Approve September 2023 financial statements
	1. [September 2023 History](https://drive.google.com/file/d/19Oy6PhtSxdZGmae5TxO6vH0Pz_bYLvoD/view?usp=sharing)
	2. [September 2023 Budget](https://drive.google.com/file/d/1paC6WwvKkZ7PNRB7dLJGMmPHphDiw_dT/view?usp=sharing)
	3. [September 2023 Revenue & Expenses](https://drive.google.com/file/d/19E5f-Dw0Evu1yI2id3X4j7HEB0zJxZXK/view?usp=sharing)

IV. Communication from the Public - None

V. [Director’s Report](https://docs.google.com/document/d/1sufHmpwe7ax-NBr8E3rHXOGuUYYa_qP5SX2urN959Qs/edit?usp=sharing)

**Library Director’s Report**

**October 2023**

**Library Statistics**:

* October Circulation and library usage
	+ October 2023 circulation of 4,476 was a decrease of 89 checkouts compared to September 2023 and an increase of 169 compared to October 2022.
	+ 1,857 individuals visited the library in October. This is a decrease of 120 compared to September 2023. It is a decrease of 60 visitors compared to October 2022.
	+ 109 individuals attended 14 passive adult library programs in October.
	+ Library Patrons saved $46,903 in October by borrowing materials from the library versus purchasing them (does not include digital ebook/audiobook downloads, hotspot loans or Adventure Passes).
	+ 29 passport applications were processed
	+ 12 Notary appointments
	+ 152 patrons are now using the myLibro App
	+ 6 Adventure passes were used saving patrons $312

* Patron names have been removed from the receipts.
* The window damaged by the rock chip has been replaced.
* The new copy machine has been received.
* We had to replace parts on another toilet in the women’s restroom. The expansion tank also needs to be replaced once they receive the parts.
* The brick outside the library front door is not load-bearing. The city is looking into repair options.
* The downspout near the pergola drains into a pipe that runs underground.
* The sinking concrete has been painted yellow to help avoid tripping.
* Several can lights in the library have been out for several months. Public works determined that only about half of the can lights were actually converted to LED when the conversion took place in December 2018. Guernsey Electric will be replacing the remaining can light fixtures this week.
* Rural Polk County residents have started receiving notification regarding changes in how libraries serve rural patrons. Polk City will provide full library services to residents of Lincoln, Madison and Union counties. All of our rural patrons received an email notification (if we had emails for them). Patrons without an email address on file and patrons in townships we will no longer provide full services to but who have used Libby or an Adventure Pass in the last year received notification via the USPS. Social media posts will be made throughout November and December.
* Library staff have completed recertification training for passport acceptance facilities.
* The library remained closed until 10:30 am during the power outage on October 31, 2023. Staff was able to work with laptops and hotspots.
* The library’s Giving Tree will support the Ronald McDonald House of Central Iowa this year. Donations can be left at the library from November 27-December 19.
* The Friends of the Library are having a series of puzzle tournaments as fundraisers for the study room. The November 12 tournament is already full. Future tournaments are planned for January and February. The Polk City Community Foundation donated $300 toward the purchase of puzzles.
* I have invited Maryann Mori from the State Library of Iowa to come to a meeting to discuss foundations with you. She would like me to submit a list of questions that the board has about foundations to her and she will determine if she is the right person to come or if your questions would be better suited for someone else.
1. [October Stats](https://docs.google.com/spreadsheets/d/1bZmuiGJntuW59iW6FGG4rMG4MRNanfHZJZQQ-U9GvR0/edit?usp=sharing)

|  |  |  |  |
| --- | --- | --- | --- |
| **LIBRARY -OCTOBER 2023 STATS SNAPSHOT** | **October 2022** | **October 2023** | **September 2023** |
| Total Visitors | 1,917 | 1,857 | 1,977 |
| People Checking Out | 386 | 407 | 383 |
| Polk City Cardholders | 339 | 347 | 334 |
| Polk City Checkouts | 2,989 | 2,697 | 2,826 |
| Open Access Cardholders | 22 | 24 | 23 |
| Open Access Checkouts | 194 | 191 | 245 |
| Rural Cardholders | 25 | 36 | 26 |
| Rural Checkouts | 231 | 438 | 308 |
| Bridges E-book/Audiobook Checkouts | 867 | 1,123 | 1,149 |
| Outgoing ILL Books | 26 | 27 | 37 |
| Total Checkouts (incl. Bridges & Outgoing ILL) | 4,307 | 4,476 | 4,565 |
| Auto Renewals  | 719 | 496 | 720 |
| Total Checkouts (adjusted for auto-renewal) | 3,588 | 3,980 | 3,845 |
| Incoming ILL Books | 16 | 34 | 29 |
| Reserves Placed | 448 | 325 | 374 |
| Materials Added | 158 | 128 | 125 |
| Materials Withdrawn | 9 | 4 | 133 |
| New Cards Issued | 11 | 19 | 23 |
| Computer Users | 23 | 31 | 36 |
| WiFi Users (on site) | 391 | 521 | 490 |
| AWE Station Usage | 82 | 94 | 70 |
| AWE Games Played | 208 | 235 | 187 |
| Adult Programs | 35 | 29 | 27 |
| Adult Program Attendance | 270 | 231 | 213 |
| Youth Programs | 15 | 22 | 15 |
| Youth Program Attendance | 381 | 307 | 417 |
| Tutoring | 4 | 3 | 2 |
| No. of Meeting Room Uses by Outside Groups | 3 | 2 | 3 |
| Patron Savings (physical materials only) | $40,195 | $46,903 | $43,562 |
| Passports | 49 | 29 | 23 |
| Blank Park Zoo Adventure Pass ($60) | 4 | 3 | 11 |
| Science Center of Iowa Adventure Pass ($60) | 1 | 1 | 2 |
| Botanical Gardens Adventure Pass ($42) | 0 | 0 | 2 |
| Des Moines Children's Museum ($36) | 1 | 2 | 0 |
| Reiman Gardens ($36) | 1 | 0 | 3 |
| Iowa Arborateum ($22) | NA | 0 | 1 |
| TOTAL ADVENTURE PASS SAVINGS | $290 | $312 | $994 |
| Summer Reading Signups (0-11) as of 6/30 |  |  |  |
| Summer Reading Signups (12-17) as of 6/30 |  |  |  |
| Adult Reading Participation as of 6/30 |  |  |  |
| Social Media Page Views (Oct. 1-31) | 113 | 535 | 543 |
| Social Media Post Reach (Oct. 1-31) | 1,159 | 1,909 | 3 |
| New Social Media Followers(Oct. 1-31) | not reported | 11 | 1 |
| New Social Media Likes (Oct. 1-31) | 13 | 1 | 14 |
| Website Views  | 2,312 | 2,222 | 2,196 |

VI. Liaison report – Nothing tonight

VII. Board Education: TBD – Rod will prepare for the next meeting.

VIII.  Agenda Items

1. Review Tier Standard Section 3: Library Personnel – reviewed
2. Review [Library Ordinance](https://drive.google.com/file/d/15yw3387Esjsb7Gcge2FSnxLly9rgudhR/view?usp=sharing) – reviewed
3. Review [Library By-Laws](https://drive.google.com/file/d/1QhRtRbJQYZUKXDP1smaZhv163VA3InNJ/view?usp=sharing) – reviewed; no changes recommended.
4. Review Library Mission Statement – reviewed; no changes recommended.
5. Election of Officers

MOTION: A motion was made by Sara Olson and seconded by Rob Bergren to nominate Angie Conley as president.

MOTION PASSED unanimously.

MOTION: A motion was made by Rob Bergren and seconded by Sara Olson to nominate Justin Young as president.

MOTION PASSED unanimously.

1. Determine per capita rate for libraries wishing to contract with the Polk City Community Library.

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

the per capita rate for libraries wishing to contract with the Polk City Community Library at a rate of $20.00.

MOTION PASSED unanimously.

Note was made to determine length of time for the contract at 12-24 months TBD if any contracts are to be put into effect.

1. Revise [circulation policy](https://docs.google.com/document/d/1chm9I49zrrOaaIsGVHSeF6S5gFvFxlKPgox_ujyb4_4/edit?usp=sharing) to reflect changes in services to rural Polk County patrons

MOTION: A motion was made by Angie Conley and seconded by Justin Young to approve circulation policy revisions as proposed.

MOTION PASSED unanimously.

1. Determine FY25 budget requests

Discussed funds for architectural concept, new expansion; will look into budgeting for 2 potential furnace replacements

1. Determine next board education – Rod will take care of next board education.
2. Determine December 2023 and January 2024 meeting dates – will meet December 4th at 6:30pm, will determine if we will meet in January 2024.

IX.  Adjourn – President England adjourned meeting at 7:38pm.

MOTION: A motion was made by Sara Olson and seconded by Rod Bergren to approve adjourning the meeting.

MOTION PASSED unanimously.

Next Meeting Monday, December 4th, 2023 at 6:30pm.

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