



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, May 18, 2023
Regular Meeting: 6:00 p.m.
Location: City Council Chambers - Library

AGENDA

Agenda Item	Discussion Points
I. Call to Order	
II. Public Comment	
III. Approval of Minutes	A. April 20, 2023
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Policy/Procedure Review	
VII. Director's Report – Sam Mitchel	
VIII. Department Reports	A. Circulation – Beth Schaefer B. Public Services – Holly Sealine 1. Adult Services – Justin Armbruster 2. Teen Services – Amanda Bellis 3. Children Services – Kelly Munter, Brittany Burk C. Acquisitions – Evan Anderson
IX. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
X. Friends of the Library (Update)	
XI. Old Business	
XII. New Business	A. State Library of Iowa – Maryann Mori, Central Representative 1. Understanding the Roles of the Library Board, Director, and City in Library Operations
XIII. Adjourn	A. Next Meeting: June 15, 2023

KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Thursday, April 20, 2023
Regular meeting: 6 p.m.
Location: Library, Teleconference

Present: Mike Wiser, Tamara Fujinaka, Gene Lucht, John Meyer, Miranda Piepho, Heather Lilienthal, and Heather Stephenson

Staff: Sam Mitchel, Holly Sealine

Topic	Discussion
Call to Order	Mitchel called the meeting to order.
Approval of Minutes	March 16, 2023 minutes – Stephenson motioned to approve; Fujinaka seconded.
Public Comments	
Consent Agenda	<p>Sam Mitchel presented financials.</p> <ul style="list-style-type: none"> • Library books are costing more this year, but won't go too much above what we anticipated. • Fujinaka asked what was included in the miscellaneous charges line item on the Revenue Report. Mitchel stated that it could be a number of things, including library deposits. Mitchel is going to dig deeper into what is included in that line item.
Director's Report	<p>Mitchel presented his report.</p> <ul style="list-style-type: none"> • Administration meetings have focused on eCommerce. This is doing well since it was rolled out. No major glitches at this point. There is a \$1 minimum balance as this may result in a net loss. • Planning for May 12 in-service training – topics will include de-escalation topics and will discuss summer reading program. They also plan to discuss annual emergency drills. • Mitchel anticipates there may be some funds (\$30,000-\$40,000) available. If the money is available in this year's budget, and only if there is an excess amount would we tackle the following: <ul style="list-style-type: none"> ○ A motion requested to dedicate available funds from commodity and contractual services (focusing on sound panels to address sound issues – which could be up to \$18,000; sun shades on south side of building – which could be another \$18,500). Mitchel also mentioned that if the invoices are not paid in the current fiscal year, then they should possibly be encumbered. ○ Wiser asked if we are limited on the funds we can use, is there a priority item? Mitchel said he'd try to do part of both. ○ Lilienthal asked how long the sound issues last. Mitchel stated that the loudest time is between 10-12. Even just one loud person, especially in the lobby, can be too much sound. ○ Stephenson made a motion to approve, Meyer seconded. Passed unanimously. • The summer internship position offered to and accepted by Abby Wirtz.
Department Reports	<ul style="list-style-type: none"> • Lilienthal encouraged us to pay attention to these reports – she volunteered for the Mario event, and said that this was a great example of community connection. She is proud of the effort the staff is putting into events like this.

Topic	Discussion
Friends of the Library	<p>Friends of the Library Policy</p> <ul style="list-style-type: none"> They would like to add a phrase stating that the library staff to provide them with a detailed request for funds to supplement the library's operating budget. Wiser asked if, in addition to the policy, is there anything else we can do to officially recognize the Friends of the Library (more so than just in a policy)? Mitchel responded that on the library web page, we do provide instruction on ways the community can give back – the Friends have been integral in raising money. We could also offer to place their logo on campaign or fundraising materials. Lucht motioned to approve, Fujinaka seconded. Approved unanimously.
Old Business	
New Business	<p>Annual appeal to the Friends: Presented by Sealine:</p> <ul style="list-style-type: none"> Events/Presenters – would incorporate kickoff event, finale event, and in-between events. This would give us the most flexibility with the \$10,000 requested. Prizes – General prizes are broken out by age level. By doing the drawings this year and if they go over well this year, they should go over well next year. Marketing – requesting \$1,000. Though total request is \$14,000, we don't plan to use all of it. Additional Requests – (total request is for \$45,000) <ul style="list-style-type: none"> Hot Spots- We're asking for the Friends to cover half of this cost (\$4,500). Beanstack – this is used for our summer reading library (\$2,300); Book discussion sets (\$8,925) has been declined in the past; Library Speakers Consortium (\$3,500); Adventure Pass Program (\$1,775); Hoopla Digital Streaming Service (\$10,000). Long Term Goals – <ul style="list-style-type: none"> AWE Stations (\$4,500 each for 4 stations) Makerspace: Button Making Station (\$1,500+) Outreach vehicle (TBD) Book Kiosk (\$100,000+) <p>Motion to approve annual requests to the Friends – Fujinaka motioned to approve; Meyer seconded. Unanimously approved.</p>
Executive Session	<p>Consider motion to go into Executive Session, pursuant to the provisions of Iowa Code Section 21.5, subparagraph (i), "to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session."</p> <p>Motion to go to closed session: Meyer motioned; Stephenson seconded. Unanimously approved.</p> <p>Motion to close session by Lilienthal and seconded by Fujinaka.</p>
Adjourn	<p>Next meeting: May 18, 2023</p> <p>Motion to adjourn – Meyer. Seconded by Lucht. All approved.</p>

Respectfully submitted, Miranda Piepho, Secretary

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2023 Expenditure Report

		FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY23 Budget	As of April 30, 2023	FY 2023 Balance Remaining	% Expended
Personal Services								
Salaries and Wages	4101	504,615.35	544,747.48	627,972.10	677,832.00	573,548.73	104,283.27	84.62%
Overtime Wages	4102	319.66	283.81	46.86	1,000.00	262.94	737.06	26.29%
Temporary Wages	4103	456,251.90	606,108.72	709,232.30	780,000.00	634,872.19	145,127.81	81.39%
Longevity	4109	3,653.70	3,884.46	2,557.59	2,808.00	2,346.06	461.94	83.55%
FICA	4116	72,187.96	87,200.71	100,504.98	112,198.00	91,422.79	20,775.21	81.48%
IPERS	4117	91,070.90	108,664.10	120,765.39	137,979.00	109,123.77	28,855.23	79.09%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	4,230.82	769.18	84.62%
Employee Insurance	4120	114,573.73	120,467.00	104,591.00	108,519.00	91,334.54	17,184.46	84.16%
Workers Compensation	4122	1,169.00	886.00	1,243.00	1,303.00	1,303.00	0.00	100.00%
Total Personal Services		1,248,842.26	1,477,242.34	1,671,913.28	1,826,639.00	1,508,444.84	318,194.16	82.58%
Contractual Services								
Consulting and Management	4211	2,953.00	0.00	0.00	0.00	0.00	0.00	
Legal and Recording Services	4212	0.00	0.00	0.00	1,000.00	495.00	505.00	49.50%
Financial Services	4214	1,896.46	1,582.18	2,693.41	3,000.00	2,150.83	849.17	71.69%
Computer Services	4215	45,170.30	74,297.70	78,070.91	60,100.00	41,955.99	18,144.01	69.81%
Waste Management Services	4224	1,399.65	924.65	1,004.92	1,000.00	612.96	387.04	61.30%
Land and Tree Services	4227	1,658.43	1,916.16	1,975.35	21,000.00	1,346.91	19,653.09	6.41%
Communications	4244	6,195.48	3,752.33	5,819.90	10,680.00	9,188.97	1,491.03	86.04%
Electric Charges	4247	39,475.57	65,030.22	58,142.88	75,000.00	51,196.32	23,803.68	68.26%
Natural Gas Charges	4248	3,503.51	51.76	0.00	0.00	0.00	0.00	
General Insurance	4251	15,954.00	52,398.00	60,584.47	69,254.00	69,254.39	(0.39)	100.00%
Dues, Memberships, and Licenses	4261	1,009.00	1,504.00	35,106.14	47,500.00	45,994.17	1,505.83	96.83%
Training and Education	4265	69.00	5,129.00	1,295.75	3,300.00	1,884.00	1,416.00	57.09%
Travel	4266	122.19	0.00	49.50	1,250.00	1,365.68	(115.68)	109.25%
Meetings and Food	4269	125.44	332.34	255.60	500.00	106.96	393.04	21.39%
Building Maintenance Services	4270	55,707.26	102,704.12	112,584.88	125,000.00	105,260.89	19,739.11	84.21%
Electronic Services	4273	4,677.44	4,402.84	3,734.45	6,000.00	3,946.75	2,053.25	65.78%
Other Repair Services	4289	0.00	0.00	0.00	1,700.00	1,615.30	84.70	
Special Program/Event Services	4292	5,245.75	4,416.00	9,246.50	10,000.00	7,029.80	2,970.20	70.30%
Postage and Shipping	4296	1,905.00	2,353.23	783.80	5,000.00	2,074.98	2,925.02	41.50%
Refunds	4297	2,438.75	837.50	4,871.42	6,000.00	7,231.25	(1,231.25)	120.52%
Total Contractual Services		189,506.23	321,632.03	376,219.88	447,284.00	352,711.15	94,572.85	78.86%
Commodities								
Office Supplies	4310	8,705.46	8,101.81	9,339.11	11,000.00	8,885.34	2,114.66	80.78%
Periodicals	4315	9,868.86	9,102.66	7,508.09	9,000.00	7,477.38	1,522.62	83.08%
Office Equipment and Furniture	4319	119.96	0.00	0.00	0.00	0.00	0.00	
Medical and First-Aid Supplies	4333	33.10	0.00	6.86	200.00	0.00	200.00	0.00%
Special Programs/Events Supplies	4343	5,697.07	12,183.14	14,954.59	12,000.00	9,610.72	2,389.28	80.09%
Circulation Materials	4344	3,979.82	7,507.40	19,777.92	23,000.00	7,914.49	15,085.51	34.41%
Library Books/Reference Materials	4345	142,213.93	147,712.53	148,751.34	149,000.00	127,524.68	21,475.32	85.59%
Multimedia Materials	4346	76,779.84	75,153.38	77,659.07	86,000.00	77,682.08	8,317.92	90.33%
On-Line Subscriptions	4347	13,523.20	9,503.92	20,574.04	21,000.00	20,809.28	190.72	99.09%
Minor Equipment	4354	2,404.51	24,613.69	16,574.88	10,000.00	2,585.22	7,414.78	25.85%
Building Maintenance Supplies	4380	9,495.72	8,720.88	15,998.79	22,000.00	16,342.71	5,657.29	74.29%
Total Commodities		272,821.47	302,599.41	331,144.69	343,200.00	278,831.90	64,368.10	81.24%
Capital Outlay								
Building Improvements	4420	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	
Debt Service								
Equipment Reserve Payments	4595	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers		0.00	0.00	0.00	0.00	0.00	0.00	
Total Expenditures		1,711,169.96	2,101,473.78	2,379,277.85	2,617,123.00	2,139,987.89	477,135.11	81.77%
FTEs		22.85						

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2023 Revenue Report

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	As of April 30, 2023	FY 2023 Balance Remaining	% Received
Commissions	3415	0.00	337.74	467.02	300.00	243.93	56.07
Lease/Rent Payments	3420	0.00	0.00	0.00	0.00	0.00	0.00
Facility Rental	3422	3,468.75	3,015.95	29,994.15	48,000.00	69,990.22	(21,990.22)
Equipment Rental	3423	0.00	0.00	0.00	0.00	0.00	0.00
County Library Contribution	3503	130,444.00	135,316.00	150,776.00	185,284.00	138,963.00	46,321.00
Other Local Contributions	3509	0.00	0.00	5,000.00	0.00	0.00	0.00
State Library Open Access	3516	11,140.99	9,610.66	14,629.69	12,130.00	12,130.41	(0.41)
Operating Grants	3517	13,423.45	14,111.86	16,430.18	16,857.00	16,856.61	0.39
Operating Grants	3537	0.00	0.00	5,000.00	0.00	0.00	0.00
Special Program Fees	3615	0.00	0.00	0.00	0.00	0.00	0.00
Copy Charges	3691	5,226.45	4,712.40	8,890.05	8,000.00	8,541.94	(541.94)
Miscellaneous Service Charges	3699	1,656.70	1,411.45	1,335.51	2,000.00	943.05	1,056.95
Salvage Sales	3822	0.00	0.00	0.00	0.00	0.00	0.00
Other Sales	3829	402.15	406.56	308.00	400.00	382.93	17.07
Private Contributions	3831	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	3841	79.00	2,369.12	0.00	0.00	334.12	(334.12)
Rebates	3842	0.00	28.11	0.00	0.00	250.92	(250.92)
Other Reimbursements	3849	0.00	0.00	502.71	0.00	81.02	(81.02)
Library Fines	3861	29,139.33	19,374.03	20,924.23	20,000.00	15,755.95	4,244.05
Lost Materials	3868	1,919.51	3,400.58	4,758.18	4,000.00	2,971.28	1,028.72
Legal Settlement/Damages	3869	1,461.17	2,028.37	2,567.08	2,000.00	1,921.68	78.32
Overages/Shortages	3891	149.79	189.44	74.17	0.00	62.23	(62.23)
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		198,511.29	196,312.27	261,656.97	298,971.00	269,429.29	29,541.71
							90.12%

Director's Report

April 2023

I. Facility/Operations

- Administration meetings focusing on staff in-service training
- Compiling information for City's GASB report (Governmental Accounting Standards Board) on department software subscriptions
- Exterior windows cleaned
- Severe weather and emergency procedures awareness

II. Marketing/Communication

During the month of April, library staff has utilized the following avenues to market and communicate resources, services, and other information. Relationship building and fostering of opportunities is represented as well.

Resources	Services	Information	Relationship
<ul style="list-style-type: none">• New acquisitions & staff picks via eNewsletter• Book discussion sets available for private book groups via eNewsletter	<ul style="list-style-type: none">• April programs via April e-social media, eNewsletter, lobby digital display, calendars.	<ul style="list-style-type: none">• Book clubs via April e-Ankeny Living• National Library Week and Library Worker's Day• 	<ul style="list-style-type: none">• 4/11, 25: City Departments meeting• 4/6: Participated in Friends meeting• 4/12: Metro-area library directors meeting

Samuel Mitchel



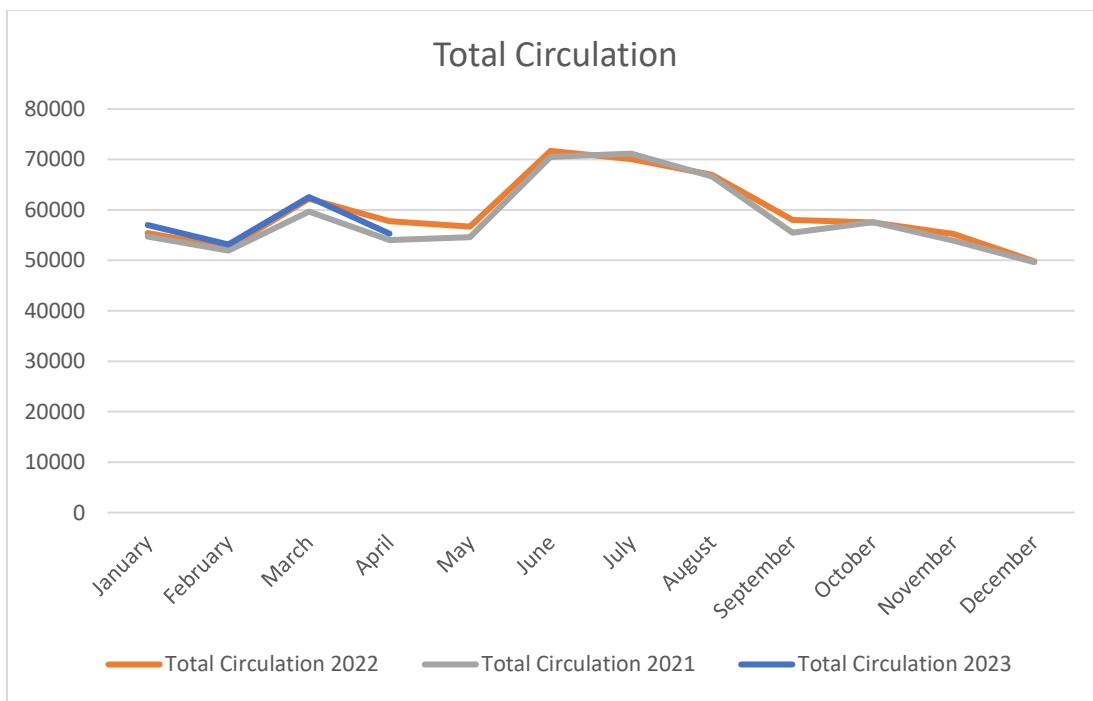
APRIL 2023 CIRCULATION REPORT

By: Beth Schaefer

Date: 5/3/23

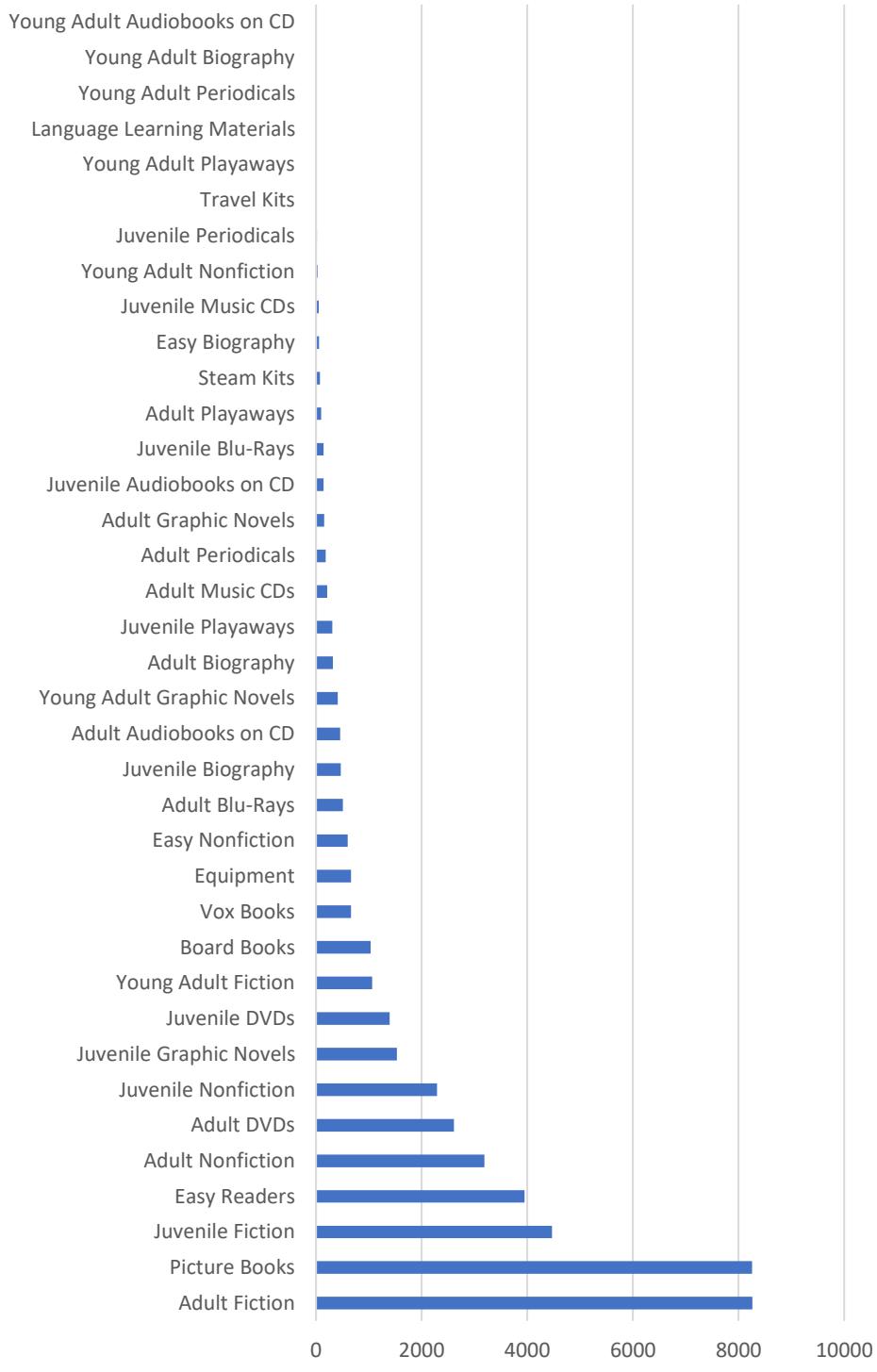
- The Ankeny Community School District held a tech fair at the library on April 28th; I gave about 25 students a tour of the library, including the AMH machine, to show them what we offer. They were super excited to see the machine and learn more about how the library operates!
- Our busiest day was April 6 with 1,426 visitors. That was the night of the Super Bros Party, which 521 patrons attended.
- We had 37 volunteers help us for 206.5 hours in April.

	April 2023	April 2022	Difference	July 2022 - April 2023	July 2021 - April 2022	Difference
Physical Checkouts & Renewals (including Automatic)						
Books	36756	38172	-4%	381573	387750	-2%
Videos	4657	8076	-42%	73674	83783	-12%
Audio	1281	1538	-17%	13817	15892	-13%
Magazines & Other	941	836	13%	9002	7852	15%
Total Print Transactions	43635	48622	-10%	478066	495277	-3%
Downloadable Transactions						
Ebooks	5,142	4382	17%	49,236	41,638	18%
Videos	0	9	-100%	0	4,774	-100%
Audiobooks	5,945	4196	42%	52,415	36,081	45%
Magazines	494	483	2%	5,190	3,932	32%
Adventure Pass	51	46	11%	530	435	22%
Total Downloadable Transactions	11,632	9116	28%	107,371	86,860	24%
Total Circulation (Physical + Downloadable)	55,267	57738	-4%	585,437	582,137	1%
Highlights						
Steam kits	76	63	21%	784	602	30%
WiFi Hotspots	73	95	-23%	717	677	6%
Residency Checkouts (Print Transactions)						
City of Ankeny	38383	42229	-9%	418820	433745	-3%
Rural/Unincorporated Polk County	2728	3023	-10%	29232	28377	3%
Open Access	2524	3370	-25%	30014	33155	-9%
Total Residency Checkouts	43635	48622	-10%	478066	495277	-3%
Cardholders						
Basic Access	249	274	-9%	3071	2811	9%
Temporary	5	7	-29%	117	184	-36%
Online	52	54	-4%	517	498	4%
Total New Cardholders	306	335	-9%	3705	3493	6%
Total Active Cardholders	24740					
Visitors	28887	26352	10%	280622	242534	16%



Circulation by Collection

April 2023 Print Checkouts and Renewals





Public Services Report - April 2023

Public Services Summary: (written by Holly Sealine)

Accomplishments:

- Hosted a successful Adult Craft Night on April 25 for button/magnet making. Hoping to host these on a every-other month basis. My goal in hosting programs myself is help bridge the gap of not getting the 2nd adult services, but still wanting to expand our offerings.
- Worked with Sam and Beth to plan the annual in-service day
- Continued assisting as needed on the planning of the summer library program including finalizing the tagline and staff t-shirt order.
- Started working on a community survey to get a feel on our mid-way point in the strategic plan.

Upcoming Goals:

- By the end of May, have a plan of how we are adjusting the makerspace and what that means for staff as well as community members.
- By the end of June, review job descriptions for FT staff at the library and send it over to HR for review.
- By the end of June, catch up on staff reviews including modifying the review form and adding a new self-evaluation form that aligns with job descriptions better.
- By end of June, create the AV and Information packets for room rentals. Also have the black cabinet organized and labeled in hallway near catering closest.
- By the June Board meeting, review the marketing and communications plan, previously approved by the Board of Trustees in 2019. Figure out how we can ensure the plan is being properly implemented
- By the end of June, review library's website and see what changes might need to be made or what should be added/moved around to make the website user friendly and accessible to patrons and staff alike
- By the end of June, set personal goals for growth and development in next fiscal year



Public Services Report - April 2023

Statistics:

April 2023		April 2023		April 2022	
	Programs	Attendees		Programs	Attendees
Baby/toddler (0-5)	45	1389		50	1519
Youth (6-11)	7	135		7	128
Teen (12-18)	8	52		9	41
Adult (18+)	29	564		17	147
General interest (all ages)	6	563		7	146
Monthly Total	95	2703		90	1981
Year to Date	793	25530		699	15450
Additional services		April 2023		FY23 Year to Date	April 2022
Technology Appointments		2		72	4
Exam Proctoring		3		109	--
Notary appointments		44		400	21
Patron computer usage		1383		13943	1306
Reference Interactions		723		840	--
Unique wireless usage		7560		67081	6330
Room Usage		April 2023		FY23 Year to Date	April 2022
Children/Teen Program Rooms		55		452	64
City Council Chambers		18		176	23
Conference, Lounge B and Study Rooms		589		6142	669
Meeting Rooms (A, B, C, ABC, BC)		72		587	59
Makerspace		61		420	29
Off-Site /Virtual / Misc.		6		110	7
Total Usage		801		7887	851
Digital Resources		April 2023		FY23 Year to Date	April 2022
Ancestry Library Edition		1128		4467	678
Brainfuse: HelpNow		23		3276	22
Brainfuse: JobNow / VetNow		0		92	34
Consumer Reports		394		4083	575
Heritage Quest		230		1430	388
Hoopla		335		3699	493
New York Times Online		575		4791	68
Niche Academy		139		979	0
Novelist K-8 (Reader's Advisory)		--		12	--
Novelist Plus (Reader's Advisory)		25		350	47
Novelist Select (Reader's Advisory)		283		1973	--
Reference Solutions		22		443	3
Transparent Language		10		156	32
ValueLine		1526		14215	--
Total Usage		4690		39966	2340

Last Updated: 5/17/2023

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Public Services Report - April 2023

Youth Services Update: (written by Kelly Munter & Brittany Burk)

April Highlights:

Summary

April was fantastic here in the youth department. We had over 500 attendees at our Mario Party, we celebrated Spring and Opposites with our littlest patrons, and had good numbers at youth programs overall! The few days we had low attendance was due to the beautiful weather outside – and we can't fault our patrons for wanting to get out and enjoy it!

Mario Party

We had a meet-and-greet with Mario & Peach, tattoos, special scavenger hunt, multiple photo-ops, bean-bag toss, an activity in meeting room ABC, and video games up in the teen room. It was so nice to spread out our party throughout the whole first floor.



Passion Studios

Passion Studios was back with another fun music class! Attendance was a little lower, but the weather outside was beautiful that day. Passion Studios wants to continue our partnership throughout the summer.



Family Bingo for Books

Many books were given away at Bingo. As always, families had a blast!

Maker Crew

At Maker Crew this month we played with air-dry clay! Kids especially loved creating different foods out of the clay.



Upcoming Goals:

Our biggest goal is to continue planning and finalizing the summer library program: film the promo video, create script for “virtual” visits in May, finalize program pieces for all 0-5 and K-5 programs, finish ordering materials for all 4,000 to-go kits, put kits together, etc.

- Work on getting the next Story Stroll out in Georgetown Park
- Continue working with Ankeny Real Estate Group and Passion Studios
- Work with new library program partners, Midwest Dance Collective and Tippi Toes

Frustrations and Obstacles

- No major conflict to report this month, other than needing additional staff to help with outreach, as mentioned in last month's report.



Public Services Report - April 2023

Teen Services Update: (written by Amanda Bellis)

April Highlights:

April has been another busy month with ongoing programs as well as prep for our Summer Library program!

I was able to assist with our all-ages Mario Party at the beginning of the month, and it was definitely a learning experience for me. I was running Mario Kart on the Wii in the teen room, and I expected that I would mostly get older kids coming upstairs, probably while younger siblings were doing more of the downstairs activities. However, I had a lot of families with very young children who came up to play, and it was difficult to juggle with just me. Had I known that I would get that much of a crowd, I'd have arranged to have an extra person in the room, keeping track of who was next in line to play. As it was, I was trying to keep an eye on that while also setting up each race and teaching very young kids how to play. Next time I will definitely have someone else to assist!

Get Lit book discussion continues to be rather feast or famine with attendance. This month was on the lower end, which means it may just jump back up in June! I do know that one of the Des Moines library's author visit events happened to be on the same night, so that might have taken away some of my attendees. All of the copies of the book were checked out though, so I expected a few more people than I got. It's hard to say whether the variation in attendance is due to the specific books (more people coming for the books that interest them), the dates that the discussion falls on, or something else. Every other month meeting schedule could be part of the challenge, but I know I would struggle to offer it every month with other things in my schedule.

I offered another blind taste test program this month, this one focused on different flavors of potato chips. Attendees were encouraged to look at, smell, and taste each chip variety, then guess what it was. I offered one session for teens and one for tweens, and I was surprised that I didn't have higher attendance at the tween program. Tween Time, like Get Lit, has been rather feast or famine with attendance. It could be that I get more people for the sessions that have more marketing (the ones that make it into our eNewsletter), or it could be that some of the activities are just more appealing than others.

My mason jar lanterns program for teens was a huge hit! While I had some registered folks who didn't come, I still had a great crowd. I really enjoyed seeing how wildly different everyone's end results were, especially as they all had access to the same materials at the start.

Overall things in the Makerspace slowed down a bit this month, which was good because I was getting overwhelmed. I've been working with Holly and Justin to rethink some of our procedures, and I believe those changes will help. One change is to have training instructions and/or videos available for the stations, so patrons can learn on their own rather than always having to set up a training appointment. While we'll still be available to set up those appointments if people want, I don't think everyone will need those, and I believe some patrons will appreciate being able to train themselves at a time that works best for them, without having to work around my or Justin's schedule.

Frustrations and Obstacles

As we reevaluate the Makerspace, the 3D printer continues to be one of the biggest challenges. I encountered a lot of frustration and back-and-forth with trying to print several designs for someone this month. In most cases, I would have just apologized and told the patron that we couldn't print for them, but I kept trying in this



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particular case because I knew the designs were for a school project and I didn't want the patron to be out of luck. I do think that library staff printing designs for patrons, rather than having them do it, will ultimately work best, but we are still encountering some issues that are beyond our staff expertise. If this continues for future prints, we'll have to seriously think about either upgrading our 3D printer, or ceasing to offer that service altogether.

I was able to get some spring cleaning and organization done this month, and the supplies in the teen room storage cabinets are sorted and stored in bins. This has made getting ready for programs so much easier, as I can quickly find, grab out, and transport the supplies I need. My next step is to tackle the storage closet in the makerspace (which I didn't get to this month), but which will also help a lot.

Upcoming Goals:

- Continue my process of spring cleaning and organization. I have gotten the cabinets in the teen room organized, and my next task is to tackle the storage closet in the makerspace.
- Finalize my last couple of summer things. I am working to connect with the D&D group that meets at the library to set up some teen programs this summer, and I need to finalize those dates with them so I can get them on our calendar. I do have a backup plan in case I'm not able to set a date with them in time.
- Continue to work with Holly and Justin to make changes to our makerspace offerings, trainings, and procedures, so things will run more smoothly for staff and patrons alike.



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Adult Services Update: (written by Justin Armbruster)

April Highlights:

In April, I attended a webinar called “Empowering Communities with Creativity: Craft & Hobby,” as we have noticed crafting use of our makerspace is consistently appreciated by the community. The webinar pointed me in the direction of a subscription-based website that offers tutorials concerning a variety of topics, from gardening to woodworking. Also, it provided some ideas for different types of offerings we could have in our makerspace, as we are trying to use it not just for technology, but “analog” crafts, as well.

Additionally, Holly hosted a crafting night for adults in our makerspace and plans to do so every other month. I also worked on creating the adult June and July calendars with all of our programs for the Summer Library Program.

Upcoming Goals:

Next month, we will be hosting a representative from Kyle’s Bikes to discuss the importance of bike maintenance, as well as some basic skills, such as how to replace a tire tube. We will also have our Summer Library Program kick-off event at the end of the month. Also, since the new fiscal year is coming up soon, I will begin researching and selecting books for our book discussion groups.

Acquisitions/Cataloging Report – April 2023

The deadline to submit invoices for payment by the city is in early June, which means orders have to be placed at the end of May to meet the cutoff. We usually have a bump in the last two months, even with steady purchasing throughout the year.

Purchasing books is not an exact science, both authors and publishers miss deadlines, books are cancelled, etc. Plus Kirkendall submits orders up to six months in advance of publication, our money is encumbered but not actually spent for extended periods of time.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	15	Adult Audio Books	54
Adult Fiction	298	Adult Blu-Rays	23
Adult Graphic Novels	5	Adult DVDs	77
Adult Non-Fiction	111	Adult Music CDs	17
		Adult Playaways	29
Picture books	98		
Board books	19	Juvenile Audio Books	1
Easy Non-fiction	2	Juvenile Blu-rays	0
Easy Readers	12	Juvenile DVDs	1
Vox Books	0	Juvenile Music CDs	1
		Juvenile Playaways	1
Juvenile Biography	8		
Juvenile Fiction	56	Young Adult Audio Books	0
Juvenile Graphic Novels	20	Young Adult Playaways	0
Juvenile Nonfiction	34		
		Totals	204
YA Biography	0		
YA Fiction	63		
YA Graphic Novels	13		
YA Nonfiction	0		
Totals	754		

Twelve Month Comparative Totals

	4/22	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22	1/23	2/23	3/23
Print	945	777	831	857	892	816	908	575	565	678	652	952
A/V	175	137	114	101	160	185	113	69	132	73	148	155