



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, June 15, 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. May 18, 2023
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Policy/Procedure Review	
VI. Director's Report – Sam Mitchel	
VII. Department Reports	A. Circulation – Beth Schaefer B. Public Services – Holly Sealine <ol style="list-style-type: none"> 1. Adult Services – Justin Armbruster 2. Teen Services – Amanda Bellis 3. Children Services – Kelly Munter, Brittany Burk C. Acquisitions – Evan Anderson
VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
IX. Friends of the Library (Update)	
X. Old Business	
XI. New Business	A. Reports to City Council B. Invoice Payment Process
XII. Executive Session	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."
XIII. Adjourn	A. Next Meeting: July 20, 2023

**KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES**

Thursday, May 18, 2023

Regular meeting: 6 p.m.

Location: Library

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

Staff: Sam Mitchel, Holly Sealine

Guests: Maryann Mori, Jennifer Seas

Topic	Discussion
Call to Order	Wiser called meeting to order.
Approval of Minutes	Changed “call to order” for April minutes to Meyer. Wiser motioned to approve. Stephenson seconded. All approved.
Public Comments	
Consent Agenda	Financials update provided by Mitchel. <ul style="list-style-type: none"> No real red flags on the Run Rate. Mitchel thinks he’ll discuss with Jennifer Seas how we can meet our requirements and how much detail we need to provide.
Policy/Procedure Review	
Director’s Report	Mitchel provided report: <ul style="list-style-type: none"> Admin meetings focused on staff in-service training. Maintained use of Ankeny Living and social media to promote our programs. As of April 6, we had 1,426 visitors to the library. <p>Wiser stated that if any assistance is needed from the board regarding bill paying, we would be more than willing to assist.</p>
Department Reports	
Committee Reports	
Friends of the Library	Mitchel stated that no meeting was held in May. There is a summer reading program. However, we are moving away from limiting this to just reading. We are marketing this as a summer library program. Friends have been helping with a fundraiser for t-shirts for staff. The library will also be asking for annual funds from the Friends in June.
Old Business	
New Business	State Library of Iowa – Maryann Mori, Central Representative <ul style="list-style-type: none"> Understand the roles of the Library Board, Director, and City in Library Operations <ul style="list-style-type: none"> As trustees, we need to be aware of Public Library Standards. 5 best things to know in order to improve relationships between the library and city: <ul style="list-style-type: none"> Library is a city department. Library boards are administrative boards. Most other boards are advisory boards only. The library’s ordinance is unique and gives us administrative power. Any changes to the board or selection of board members must be voted upon by the city. Library budgetary control is overseen by the board. However, city council gives us the bottom line. Library board also has authority

Topic	Discussion
	<p>to set salary of Director and Library staff.</p> <ul style="list-style-type: none"> • Mitchel asked – bills come in daily and are approved at city council meetings. How are individual bills supposed to be presented? Mori answered that some cities make copies of each bill. Others keep a bills list. However, the problem is that the bills may be getting to the city late even though they are approved by the library board. This could incur late fees. • Stephenson asked if the full board had to vote on how to approach bills that are late. Mori responded that we must meet as a whole board (not an executive committee). • Meyer stated that what Mori presented, doesn't sound like what we do in Ankeny. Mitchel responded that when we plan our budget, we have an idea of what we're spending. During the year, if there is a change in what we think we'll spend, what is the process we should take? Mori responded that we should have ability to shift funds as long as we stay within budget. But city council may still need to be made aware. <ul style="list-style-type: none"> ▪ Library provides community impact and contributes to economic development. <ul style="list-style-type: none"> ○ City can encourage the relationship by: Visit the library, get and use a library card, ask for updates, include director in city/county meetings, and appoint a liaison. ○ Top 5 primary board goals: Plan for future, monitor and evaluate library, advocate, adopting policy, and hiring and evaluating the Director. <ul style="list-style-type: none"> • Wisner asked – when we talk about a library, the building has city council chambers and various meeting rooms. Is the library the “building” or everything but the chambers/meeting rooms? Mori responded that the library belongs to the public AND the city. As a building, it is a city building. City has responsibility to maintain the building. Library as an entity is a community place. • Mitchel asked about the budget – library fines/fees/room rentals go into general fund. Asked if there were anything we had to do to ensure funds were coming back to library (supplements our budget). Mori responded that anything that comes from the library is city money. It would benefit us to have good relationship with the city. Meyer asked – some cities want to get rid of fines. How does that work? Mori responded that this is a common question. She will send Mitchel a link to a webinar. • Mitchel asked – If some funds become available, how do we give city administration a heads up that we want to use that money and how it will be used? We should bring it up when city is in middle of budget prep. Otherwise, we may not get approval. Stephenson asked about Friends of Library – how do they fit into budget process. If they donate, what do we use that for? Mitchel responded that they're not supposed to supplant, but supplement. We do not have to report that as income on State annual survey. Mori responded that it also depends on how we receive funds. <p>Director Review:</p> <ul style="list-style-type: none"> • Meyer asked about Director review – he wondered how that works. Mori

Topic	Discussion
	<p>responded that they use 360 – this incorporates input from public. If we ask staff about director, it may undermine authority of Director. This could result in inaccurate responses or encourage chronic complainers. Encouraged us to use sparingly.</p>
Adjournment	<p>After next meeting, 3 board members are leaving. Interviews were conducted week of May 15. Mitchel is waiting to hear back if those candidates are still interested. Mayor plans to induct them on June 15.</p> <p>Wiser adjourned meeting. The next meeting will be held June 15, 2023.</p>

Respectfully submitted, Miranda Piepho, Secretary

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2023 Expenditure Report

		FY 2020	FY 2021	FY 2022	FY23	As of	FY 2023	%
		Actual	Actual	Actual	Budget	May 31, 2023	Balance Remaining	Expended
Personal Services								
Salaries and Wages	4101	504,615.35	544,747.48	627,972.10	677,832.00	625,689.53	52,142.47	92.31%
Overtime Wages	4102	319.66	283.81	46.86	1,000.00	282.07	717.93	28.21%
Temporary Wages	4103	456,251.90	606,108.72	709,232.30	780,000.00	695,510.30	84,489.70	89.17%
Longevity	4109	3,653.70	3,884.46	2,557.59	2,808.00	2,576.82	231.18	91.77%
FICA	4116	72,187.96	87,200.71	100,504.98	112,198.00	99,958.53	12,239.47	89.09%
IPERS	4117	91,070.90	108,664.10	120,765.39	137,979.00	128,644.98	9,334.02	93.24%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	4,615.44	384.56	92.31%
Employee Insurance	4120	114,573.73	120,467.00	104,591.00	108,519.00	99,637.68	8,881.32	91.82%
Workers Compensation	4122	1,169.00	886.00	1,243.00	1,303.00	1,303.00	0.00	100.00%
Total Personal Services		<u>1,248,842.26</u>	<u>1,477,242.34</u>	<u>1,671,913.28</u>	<u>1,826,639.00</u>	<u>1,658,218.35</u>	<u>168,420.65</u>	<u>90.78%</u>
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	2,336.79	663.21	77.89%
Computer Services	4215	45,170.30	74,297.70	78,070.91	60,100.00	57,052.78	3,047.22	94.93%
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	1,505.37	19,494.63	7.17%
Communications	4244	6,195.48	3,752.33	5,819.90	10,680.00	10,495.29	184.71	98.27%
Electric Charges	4247	39,475.57	65,030.22	58,142.88	75,000.00	55,338.18	19,661.82	73.78%
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	46,189.17	1,310.83	97.24%
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	117,683.33	7,316.67	94.15%
Electronic Services	4273	4,677.44	4,402.84	3,734.45	6,000.00	4,356.23	1,643.77	72.60%
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	7,129.80	2,870.20	71.30%
Postage and Shipping	4296	1,905.00	2,353.23	783.80	5,000.00	2,626.68	2,373.32	52.53%
Refunds	4297	2,438.75	837.50	4,871.42	6,000.00	7,231.25	(1,231.25)	120.52%
Total Contractual Services		<u>189,506.23</u>	<u>321,632.03</u>	<u>376,219.88</u>	<u>447,284.00</u>	<u>387,279.16</u>	<u>60,004.84</u>	<u>86.58%</u>
Commodities								
Office Supplies	4310	8,705.46	8,101.81	9,339.11	11,000.00	9,231.04	1,768.96	83.92%
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	10,762.18	1,237.82	89.68%
Circulation Materials	4344	3,979.82	7,507.40	19,777.92	23,000.00	9,510.63	13,489.37	41.35%
Library Books/Reference Materials	4345	142,213.93	147,712.53	148,751.34	149,000.00	144,011.83	4,988.17	96.65%
Multimedia Materials	4346	76,779.84	75,153.38	77,659.07	86,000.00	82,502.84	3,497.16	95.93%
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	6,657.50	3,342.50	66.58%
Building Maintenance Supplies	4380	9,495.72	8,720.88	15,998.79	22,000.00	17,488.68	4,511.32	79.49%
Total Commodities		<u>272,821.47</u>	<u>302,599.41</u>	<u>331,144.69</u>	<u>343,200.00</u>	<u>308,451.36</u>	<u>34,748.64</u>	<u>89.88%</u>
Capital Outlay								
Building Improvements	4420	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Outlay		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Debt Service								
Equipment Reserve Payments	4595	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Expenditures		<u>1,711,169.96</u>	<u>2,101,473.78</u>	<u>2,379,277.85</u>	<u>2,617,123.00</u>	<u>2,353,948.87</u>	<u>263,174.13</u>	<u>89.94%</u>
FTEs								
		<u>22.85</u>						

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2023 Revenue Report

		FY 2020	FY 2021	FY 2022	FY 2023	As of	FY 2023	%
		Actual	Actual	Actual	Budget	May 31, 2023	Balance	Received
							Remaining	
Commissions	3415	0.00	337.74	467.02	300.00	460.20	(160.20)	153.40%
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	75,496.28	(27,496.28)	157.28%
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	185,284.00	0.00	100.00%
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)	100.00%
Operating Grants	3517	13,423.45	14,111.86	16,430.18	16,857.00	16,856.61	0.39	100.00%
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	9,349.68	(1,349.68)	116.87%
Miscellaneous Service Charges	3699	1,656.70	1,411.45	1,335.51	2,000.00	1,024.10	975.90	51.21%
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	442.43	(42.43)	110.61%
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	17,165.57	2,834.43	85.83%
Lost Materials	3868	1,919.51	3,400.58	4,758.18	4,000.00	3,243.65	756.35	81.09%
Legal Settlement/Damages	3869	1,461.17	2,028.37	2,567.08	2,000.00	2,008.26	(8.26)	100.41%
Overages/Shortages	3891	149.79	189.44	74.17	0.00	27.16	(27.16)	
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	324,154.41	(25,183.41)	108.42%

**Director's Report
May 2023**

I. Facility/Operations

- Staff in-service training
 - Ryan Dowd webinars on body language, unaccompanied children, and preventing conflict
 - Summer Library Program readiness
 - Emergency Procedures
 - Fire evacuation
 - Tornado sheltering
 - Code Adam (lost child)

II. Potential Library Trustee communications on behalf of the mayor, and interviews

- Appointments to be made at June 19th City Council meeting

III. Marketing/Communication

During the month of May, 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	<ul style="list-style-type: none">• May programs via social media, eNewsletter, lobby digital display, calendars.	<ul style="list-style-type: none">• Summer Library Program via May Ankeny Living and e-Newsletter	<ul style="list-style-type: none">• 5/1: Attended Ankeny School District board meeting for library recognition on providing space for admin. to meet during construction.• 5/9, 30: City Departments meeting• 5/18: District meeting

Samuel Mitchel



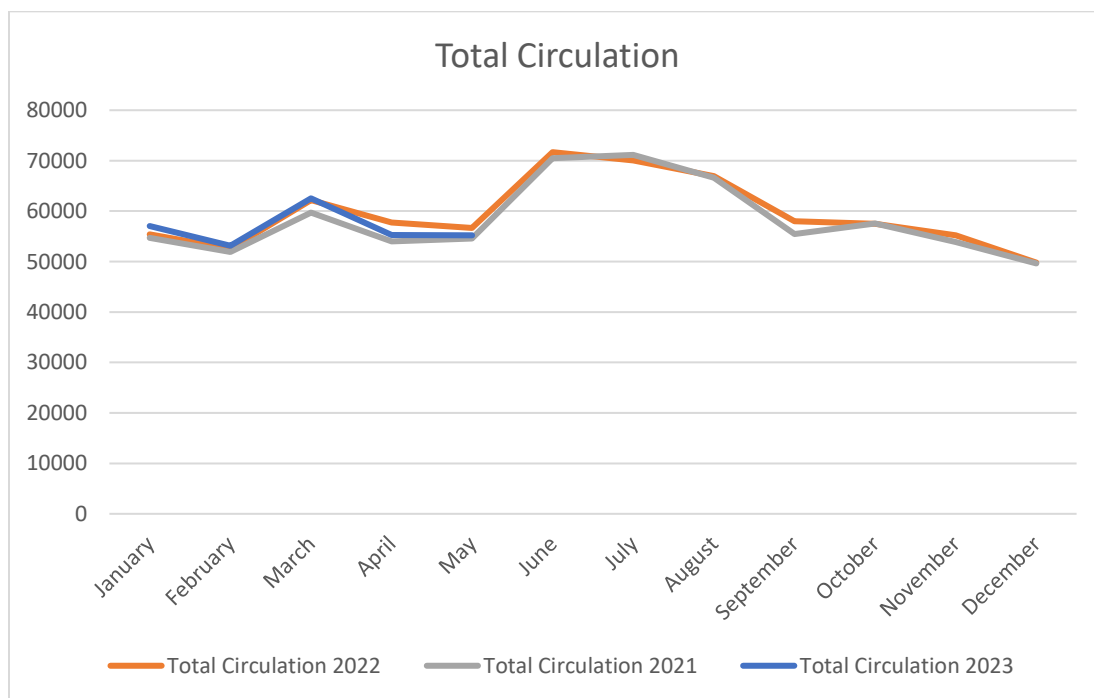
MAY 2023 CIRCULATION REPORT

By: Beth Schaefer

Date: 6/1/23

- May was a busy month for volunteers! I had about 15 new volunteers begin, as well as a group of around 20 seniors from Centennial High School for Senior Service Day. They came on May 11th and helped dust, clean, and tidy all around the library!
- On Friday, May 12th, we closed for a staff in service day. We watched a few Ryan Dowd videos and discussed how we could take his lessons and apply them to our library to best help patrons.
- Our busiest day was May 31 with 3,961 visitors. That was our Barnyard Bash Summer Library Program kickoff – we had over 2,600 visitors for that program alone!
- We had 33 volunteers help us for 165 hours in May.

	May 2023	May 2022	Difference	July 2022 - May 2023	July 2021 - May 2022	Difference
Physical Checkouts & Renewals (including Automatic)						
<i>Books</i>	36434	36945	-1%	418007	424695	-2%
<i>Videos</i>	4843	8004	-39%	78517	91787	-14%
<i>Audio</i>	1431	1603	-11%	15248	17495	-13%
<i>Magazines & Other</i>	908	815	11%	9910	8667	14%
Total Print Transactions	43616	47367	-8%	521682	542644	-4%
Downloadable Transactions						
<i>Ebooks</i>	5,068	4331	17%	54,304	45,969	18%
<i>Videos</i>	0	5	-100%	0	4,779	-100%
<i>Audiobooks</i>	5,990	4433	35%	58,405	40,514	44%
<i>Magazines</i>	498	454	10%	5,688	4,386	30%
<i>Adventure Pass</i>	56	53	6%	586	488	20%
Total Downloadable Transactions	11,612	9276	25%	118,983	96,136	24%
Total Circulation (Physical + Downloadable)	55,228	56643	-2%	640,665	638,780	0%
Highlights						
<i>Steam kits</i>	77	55	40%	861	657	31%
<i>WiFi Hotspots</i>	74	85	-13%	791	762	4%
Residency Checkouts (Print Transactions)						
<i>City of Ankeny</i>	38104	41572	-8%	456924	475317	-4%
<i>Rural/Unincorporated Polk County</i>	2890	2779	4%	32122	31156	3%
<i>Open Access</i>	2622	3016	-13%	32636	36171	-10%
Total Residency Checkouts	43616	47367	-8%	521682	542644	-4%
Cardholders						
<i>Basic Access</i>	308	260	18%	3379	3071	10%
<i>Temporary</i>	9	16	-44%	126	200	-37%
<i>Online</i>	53	79	-33%	570	577	-1%
Total New Cardholders	370	355	4%	4075	3848	6%
Total Active Cardholders	25420					
Visitors						
	30492	25764	18%	311114	268298	16%





Public Services Report - May 2023

Public Services Summary: (written by Holly Sealine)

Accomplishments:

- Hosted a successful annual in-service day. Staff seemed to appreciate the hard work we put into the planning and for providing a lunch for everyone. We had everyone complete a survey to help plan next year's in-service and one thing that stood out is that we may want to include 1 or 2 other staff members to help plan the agenda to ensure it is meeting staff needs/wants.
- Assisted in hosting a successful summer library program kickoff. It was crazy busy, and I loved hearing how many people love the library. I had multiple people tell me how much they appreciate the library and what the library does for the community.
- Coordinated the staff summer library t-shirt order to ensure everyone that wants one was able to get something purchased. I started May working with the Friends on their fundraiser, but then turned it over to the Friends of the library fully to ensure clear division between library staff and friends volunteers.
- Assisted Sam in writing the FY24 annual appeal for funds from the Friends of the Ankeny Library program
- Reviewed and rewrote the library associate job description to make evaluations easier, and to start looking for replacements as we lose some staff members to new job opportunities and college experiences.

Upcoming Goals:

- By the end of June, 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, complete a draft of a community survey to get a feel on our mid-way point in the strategic plan. If possible, start marketing it to the community and collect information.
- 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 July Board meeting, review the marketing and communications plan, and figure out how we can ensure the plan is being properly implemented



Public Services Report - May 2023

- By the end of July, 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

Statistics:

May 2023	May 2023			May 2022	
	Programs	Attendees		Programs	Attendees
Baby/toddler (0-5)	26	899		25	674
Youth (6-11)	1	38		5	46
Teen (12-18)	9	47		9	39
Adult (18+)	28	548		16	149
General interest (all ages)	8	2752		4	24
Monthly Total	72	4284		59	932
Year to Date	865	29814		758	16382
Additional services	May 2023		FY23 Year to Date	May 2022	
Technology Appointments	3		75	4	
Exam proctoring	2		111	--	
Notary appointments	50		450	40	
Patron computer usage	1335		15278	1334	
Reference Interactions	837		1677	--	
Unique wireless usage	6851		73932	6138	
Room Usage	May 2023		FY23 Year to Date	May 2022	
Children/Teen Program Rooms	28		480	35	
City Council Chambers	16		192	15	
Conference, Lounge B and Study Rooms	540		6682	665	
Meeting Rooms (A, B, C, ABC, BC)	66		653	41	
Makerspace	38		458	40	
Off-Site /Virtual / Misc.	6		116	2	
Total Usage	694		8581	798	
Digital Resources	May 2023		FY23 Year to Date	May 2022	
Ancestry Library Edition	418		4885	565	
Brainfuse: HelpNow	3		3279	21	
Brainfuse: JobNow / VetNow	0		92	7	
Consumer Reports	694		4777	459	
Heritage Quest	27		1457	38	
Hoopla	397		4096	629	
New York Times Online	534		5325	110	
Niche Academy	56		1035	4	
Novelist K-8 (Reader's Advisory)	0		12	--	
Novelist Plus (Reader's Advisory)	24		374	28	
Novelist Select (Reader's Advisory)	348		2321	--	
Reference Solutions	1		444	28	
Transparent Language	7		163	5	
ValueLine	1557		15772	1417	
Total Usage	4066		44032	3311	

Last Updated: 6/13/2023

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Public Services Report - May 2023

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

May Highlights:

May was such a good month, filled with fun programs and also a reset for Brittany and Kelly. We had a fun two weeks of our favorite stories, rhymes, and crafts, then took the remainder of the month to finalize the 2023 summer library program.

Barnyard Book Bash Kick-Off Party

We had 2,669 people attend our kickoff! We had a petting zoo, free book giveaway, and free popsicles. We were so excited to get this response to one of our programs. Bring on the summer!



Soldier Story Time + Humvee Tour

79 people showed up to dance with soldiers, listen to stories, and tour Humvees outside the library. The Iowa Army National Guard, 135th MPAD did such an awesome job at this event! We are so thankful they gave up their time for this program.



Midwest Dance Class

We are so excited about a new partnership. Midwest Dance Collective came to offer a free dance class for our littlest patrons. It was so fun seeing parents and caregivers learn new moves with their kids. We had 56 for the event and will host them again in July.





Public Services Report - May 2023

Upcoming Goals:

Our biggest goal is to have an impactful and FUN 2023 Summer Library Program! We would love to have at least 4,000 patrons sign up for the program this year (youth/teen/adults combined). This goal is much higher than last year, but we want to start seeing pre-COVID numbers for registration and to exceed what we saw at the old library location.

Our hope is that Ankeny and surrounding residents will seek out our District location, even though we are no longer in a residential area. Now that we have been in the district for a couple years, we can start to track stats and set new summer library goals. Based on our kick-off event numbers, we are guessing last year's record will be easy to beat!

Frustrations and Obstacles

Nothing additional to report this month. It has been wonderful to have a 3rd set of hand with our summer intern Abby.



Teen Services Update: (written by Amanda Bellis)

May Highlights:

May has been a full month as I've wrapped up the tail end of spring programs while also getting ready for a fun and full summer. Many of my recurring programs will pause over the summer, so I can focus on more special and stand-alone events, which will also give me a chance to reevaluate and consider what I might want to change, add, or drop when I begin to plan events for fall.

Tween Time numbers fluctuated wildly again this month, with one program having only a few attendees, and the other having several. I believe this variation is due to a combination of availability and the actual program offering, so patrons attend when they are able, and when the activity is something they want to do. I will have several tween programs this summer, which I hope will provide some insight into activity and schedule options for the fall.

A tween program I'm struggling with a bit is our Tween Book Discussion. While attendance has always been moderate at best, it has recently dropped to where I only have one or two attendees each time. I will see how things go this summer; if attendance climbs back up, I'll see what can be done to hang onto those patrons into the fall. However, if attendance stays low, I may reevaluate what that program looks like.

I wrapped up spring teen programs with Craft Closet Cleanout, which was a lot of fun and which allowed me to use up some leftover supplies from previous programs, and a Wii games afternoon on the meeting room's big screen, which was also entertaining for all who attended.

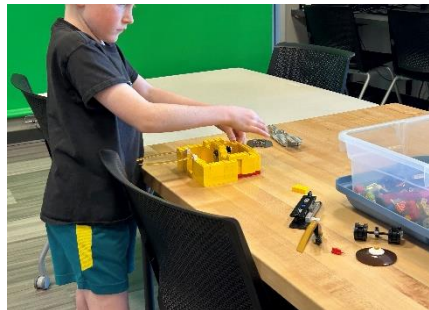
While Makerspace inquiries have held steady, it feels like they've slowed down some from where they were a few months ago, to a more manageable level. I have received several inquiries for 3D printer training; I have let all of those patrons know that we are now printing designs for them, and that they can email their designs to me until we get our website submission form up and running. Some patrons have done that, and others I haven't heard back from, suggesting they were more interested in just checking out the printer and how it works, rather than printing a specific design. Justin and I also discovered some parts of the printer in need of repair, which again brought up the question of replacing or phasing out the 3D printer. I have reached out on Library Talk to see what other libraries have done, but have only received one reply so far. With the number of requests and inquiries we get, an argument could be made for replacing our current printer with a better model, and we are continuing to evaluate our options.

Outside of specific Makerspace appointments, there seems to be a large uptick in patrons using the Makerspace full room, likely because all other rooms in the building are in use. However, this can make it difficult to work on projects in the Makerspace (such as organizing, working with the 3D printer, and so on) as I don't want to disturb the person who is using the room (especially if they are on a call, interviewing, or otherwise working).



Public Services Report - May 2023

In general, I completed a lot of steps toward summer plans this month – making sure the calendar is correct, checking over the Summer Library Program log, etc. I've also done a lot of planning ahead with my program needs for the summer, so I have a better checklist of what I need to purchase, what we have, and what needs to be prepped (which is easier now that supplies are better organized).



Upcoming Goals:

- If time allows, work on organizational projects in the Makerspace (full room usage this month made it difficult to carve out time to work on this).
- Purchase and organize supplies for July programs. I was able to prep for my June programs this month, and I definitely feel less stressed going into summer when I have things organized well in advance. I want to keep that going by prepping early for July programs.
- 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 (this is an ongoing goal).



Public Services Report - May 2023

Adult Services Update: (written by Justin Armbruster)

May Highlights:

In May, we officially kicked off our Summer Library Program and the community response was overwhelming. While we expected it to be a busy event, I don't think any of us anticipated almost three thousand people would attend. The Programming Team really pulled together and, despite the extremely high turnout, everything ran smoothly.

Additionally, we hosted a representative from Kyle's Bikes to educate our community about the importance of bike maintenance, especially with RAGBRAI coming through Ankeny this summer. This is our first time working with Kyle's Bikes and I hope it establishes them as another one of our community partners.

Upcoming Goals:

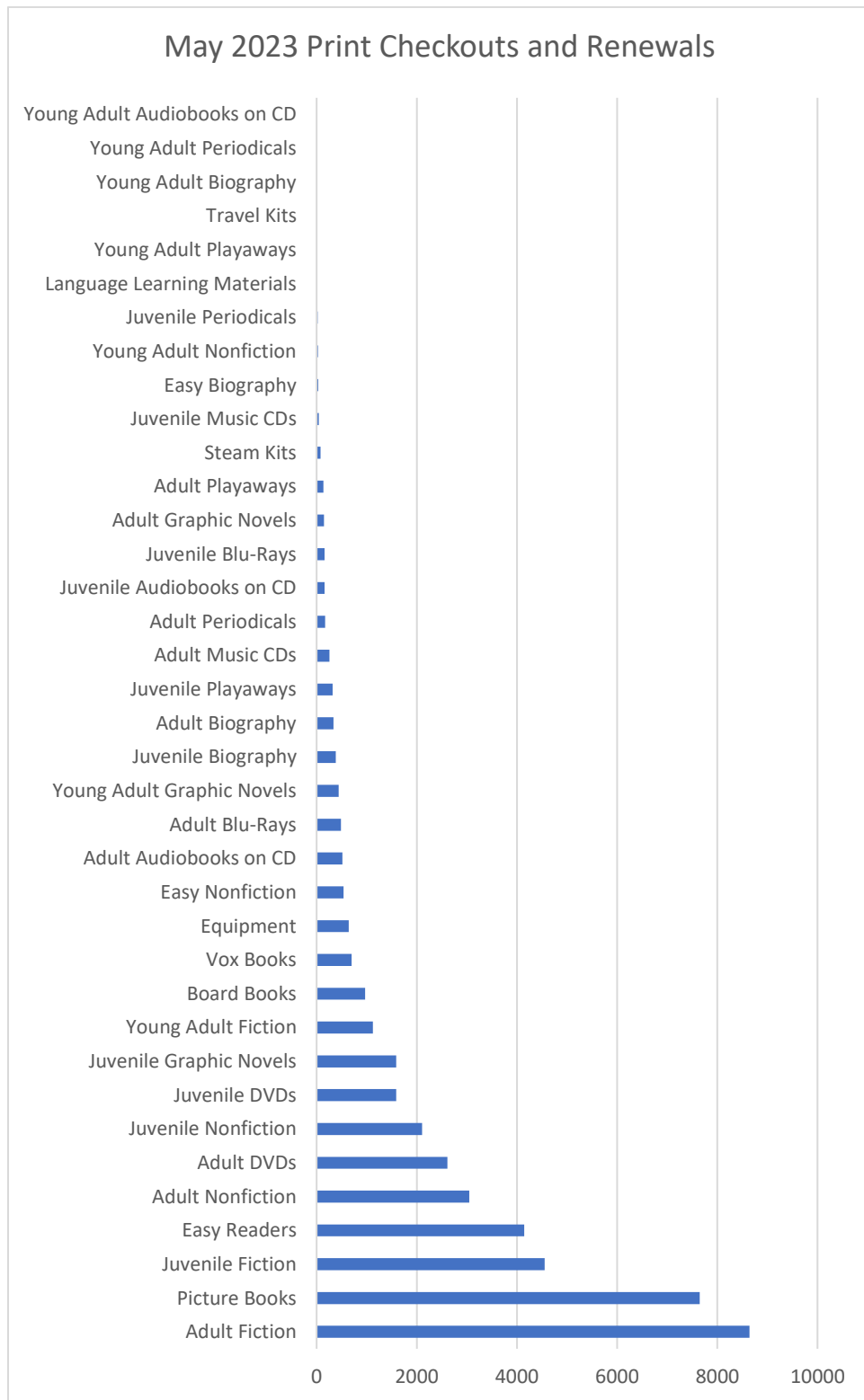
Next month, we have several phenomenal programs for our community.

- First, we will have a virtual program from a storyteller we have worked with before who will discuss the history of the circus. At this time, it already has 15 registrants and it is still over a week away.
- We will host a representative from the Master Gardeners and will also have a local author visit.
- Holly and Beth are hosting an adult craft night towards the end of June.
- At the end of last month, it was observed that our 3D printer wasn't printing properly. After Amanda and I attempted to fix by reattaching a piece that had become unscrewed, we noticed a problem with a spring that adjusts the level of the printing bed. Therefore, we are currently researching 3D printers to find a new and more reliable one.

Frustrations and Obstacles:

- In terms of frustrations this month, it was most notably the issues with the 3D printer. Due to its multiple problems, I had to turn away at least three different community members who were interested in using it.

Circulation by Collection



Acquisitions/Cataloging Report – May 2023

The end of May marks the end of the last full month of the current fiscal year. However, this does not mean acquisitions stop. We might slow down a little bit but we continue to fill purchase requests, acquire high-profile items, and add copies to satisfy hold lists.

Additionally, at any given time, our primary book vendor will have several thousand dollars' worth of backorders and preorders, so books continue to flow into the library.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	19	Adult Audio Books	6
Adult Fiction	286	Adult Blu-Rays	16
Adult Graphic Novels	7	Adult DVDs	58
Adult Non-Fiction	157	Adult Music CDs	23
		Adult Playaways	10
Picture books	170		
Board books	40	Juvenile Audio Books	0
Easy Non-fiction	0	Juvenile Blu-rays	0
Easy Readers	20	Juvenile DVDs	1
Vox Books	26	Juvenile Music CDs	0
		Juvenile Playaways	19
Juvenile Biography	12		
Juvenile Fiction	85	Young Adult Audio Books	0
Juvenile Graphic Novels	26	Young Adult Playaways	0
Juvenile Nonfiction	26		
		Totals	133
YA Biography	1		
YA Fiction	85		
YA Graphic Novels	11		
YA Nonfiction	4		
Totals	975		

Twelve Month Comparative Totals

	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22	1/23	2/23	3/23	4/23
Print	777	831	857	892	816	908	575	565	678	652	952	754
A/V	137	114	101	160	185	113	69	132	73	148	155	204

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Meetings - Ankeny City Council

City Council Action Planning Session

June 5, 2023, 5:30 PM @ Ankeny Kirkendall Public Library

[More Details](#)

City Council Meeting

June 5, 2023, 5:30 PM @ Council Chambers

[More Details](#)

City Council Meeting

June 19, 2023, 5:30 PM @ Council Chambers

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City Council Meeting

July 3, 2023, 5:30 PM @ Council Chambers

[More Details](#)

City Council Meeting

July 17, 2023, 5:30 PM @ Council Chambers

[More Details](#)

City Council Meeting

August 7, 2023, 5:30 PM @ Council Chambers

[More Details](#)

City Council Meeting

August 21, 2023, 5:30 PM @ Council Chambers

[More Details](#)

City Council Meeting

September 5, 2023, 5:30 PM @ Council Chambers

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City Council Meeting

September 18, 2023, 5:30 PM @ Council Chambers

[More Details](#)

City Council Meeting

October 2, 2023, 5:30 PM @ Council Chambers

[More Details](#)

City Council Meeting

October 16, 2023, 5:30 PM @ Council Chambers

[More Details](#)

City Council Meeting

November 6, 2023, 5:30 PM @ Council Chambers

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City Council Meeting

November 20, 2023, 5:30 PM @ Council Chambers

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City Council Meeting

December 4, 2023, 5:30 PM @ Council Chambers

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City Council Meeting

December 18, 2023, 5:30 PM @ Council Chambers

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SPENDING APPROVAL LEVELS

ALL CONTRACTS, AGREEMENTS, AND RENEWALS THEREOF AND OPERATIONAL EXPENDITURES

APPROVAL

\$0 TO \$10,000	Director
\$10,001 to \$25,000	Director approves expenditure with notification to and approval from Library Board President
\$25,001 +	Full Library Board approval.

EMERGENCY EXPENDITURES

APPROVAL

\$0 TO \$10,000	Director
\$10,001 to \$25,000	Director approves expenditure with notification to Library Board President
\$25,001 +	Full Library Board of Trustees formally approves at next meeting.