



Ankeny Kirkendall Public Library

BOARD OF TRUSTEES

Thursday, August 17, 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. July 20, 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 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 | A. Trustee Continuing Education 1. Trustee Handbook Chapters 1 & 2 |
| XI. New Business | A. Polk County Rural Resident Services |
| XIII. Adjourn | A. Next Meeting: September 21, 2023 |

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

Present: John Meyer, Miranda Piepho, Gene Lucht, Amber Sommerfeld, Nancy Medema, Fred Schuster

Staff: Sam Mitchel, Holly Sealine

| Topic | Discussion |
|--------------------------------|--|
| Call to Order | Meyer called the meeting to order. |
| Approval of Minutes | Motion made by Piepho to approve the June minutes. Second by Lucht. Motion passed unanimously. |
| Public Comments | |
| Consent Agenda | <p>Mitchel discussed financials.</p> <ul style="list-style-type: none"> • Resolution was made to comply with statues stating that bills up to \$10,000 – Director can pay these. Up to \$25,000 has to be approved by president. Over that must be approved by entire board. • June Run Rate was 100%. • Sound panels that were installed seem to be working – but we may end up needing more. • Personal Services – <ul style="list-style-type: none"> ◦ Schuster asked what happened in FY21 this went up \$40K from \$20K. In FY22 it doubled that. Mitchel stated that this was due to state wage increase. ◦ Schuster also asked what temporary wages were for. Mitchel stated that this was for temp employees – we have more temp employees than full-time employees. • Contractual Services – <ul style="list-style-type: none"> ◦ Schuster asked about the increase over the past year. Mitchel responded that these dues went up due to growth around District. This also covers common areas – like ensuring the fountain works. ◦ Schuster also asked what Longevity meant. Mitchel stated that this applies to dept. directors – if you’re here over 5 years, there is a bonus that is awarded. • Revenue – <ul style="list-style-type: none"> ◦ Sealine stated that our biggest rental is for a local church – they rent our meeting rooms every Sunday. ◦ Schuster asked who determines the County Library Contribution – Mitchel stated that it was Polk County Library that determines this amount. ◦ Schuster asked about Library Fines – Lucht responded that we’ve discussed this in the past. We’re interested in moving away from imposing fines; however, city doesn’t support losing that revenue. If we want to recommend this for the next year, we’ll have to build it into the budget. |
| Policy/Procedure Review | |
| Director's Report | <p>Mitchel presented Director's report.</p> <ul style="list-style-type: none"> • New trustees introduced themselves. • Discussed methods of communicating our services to the community. |

| Topic | Discussion |
|---|--|
| | <ul style="list-style-type: none"> • Polk Co. Rural Services – Co. Supervisors want to renew current contract at same amount for next 3 years (Ankeny typically gets \$150K of the total amount given to the county). Some surrounding libraries want to discuss concerns with this. • Summerfest – Drastic difference from last year. Restrooms were a mess. People weren't coming here for the library – they were using this as a hallway. We even had to kick a few people out. The parking lot was taken over so patrons couldn't make it to the building. |
| Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.) | |
| Friends of the Library (update) | Lucht and Medema will be the Trustee representatives at the Friends of the Library meetings. |
| Old Business | |
| New Business | <ul style="list-style-type: none"> • Elections: Medema motioned to approve. Lucht seconded. Passed unanimously. <ul style="list-style-type: none"> ○ President: Meyer nominated. ○ VP: Schuster nominated. ○ Secretary: Piepho nominated. • Trustee Orientation/Continuing Education <ul style="list-style-type: none"> ○ We reviewed finances earlier in the meeting. ○ Mitchel will bring in staff members to future meetings to discuss aspects about the library. ○ The group will review the first 2 chapters of the Trustee Handbook – by the State Library of Iowa before the next meeting. • Study Rooms and Conference Room Policy <ul style="list-style-type: none"> ○ Sealine realized when we were updating the Meeting Room Policy, we didn't have a formal policy regarding Study and Conference Rooms. Sealine drafted a new policy. ○ If a patron does use the room, they must also follow our other policies (such as the Unattended Child Policy). ○ Schuster asked for the reasoning behind the 2 hours per person. Sealine clarified that it's per person that made the reservation. However, Sealine may edit to have it say 2 hrs per reservation (not per person). ○ As long as this edit is made, Schuster moved to approve. Lucht seconded. This will go into effect September 2023. Approved by all. |
| Adjournment | Medema made a motion to adjourn and Lucht second. Approved by all. The next meeting will be held August 17, 2023. |

Respectfully submitted, Miranda Piepho, Secretary

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2024 Expenditure Report

| | FY 2021 Actual | FY 2022 Actual | FY 2023 Actual | FY24 Budget | As of July 31, 2023 | FY 2024 Balance Remaining | % Expended | |
|-----------------------------------|---------------------------|---------------------------|---------------------------|------------------------|--------------------------------|--|-----------------------|--------------|
| Personal Services | | | | | | | | |
| Salaries and Wages | 4101 | 544,747.48 | 627,972.10 | 677,830.34 | 723,184.00 | 55,629.61 | 667,554.39 7.69% | |
| Overtime Wages | 4102 | 283.81 | 46.86 | 321.17 | 1,000.00 | 60.88 | 939.12 6.09% | |
| Temporary Wages | 4103 | 606,108.72 | 709,232.30 | 752,179.54 | 858,000.00 | 62,347.62 | 795,652.38 7.27% | |
| Longevity | 4109 | 3,884.46 | 2,557.59 | 2,807.58 | 3,269.00 | 230.76 | 3,038.24 7.06% | |
| FICA | 4116 | 87,200.71 | 100,504.98 | 108,192.25 | 121,670.00 | 8,915.10 | 112,754.90 7.33% | |
| IPERS | 4117 | 108,664.10 | 120,765.39 | 144,774.57 | 149,666.00 | 11,077.77 | 138,588.23 7.40% | |
| Deferred Compensation | 4119 | 5,000.06 | 5,000.06 | 5,000.06 | 5,000.00 | 384.62 | 4,615.38 7.69% | |
| Employee Insurance | 4120 | 120,467.00 | 104,591.00 | 107,940.82 | 107,576.00 | 9,808.10 | 97,767.90 9.12% | |
| Workers Compensation | 4122 | 886.00 | 1,243.00 | 1,303.00 | 1,375.00 | 0.00 | 1,375.00 0.00% | |
| Total Personal Services | | 1,477,242.34 | 1,671,913.28 | 1,800,349.33 | 1,970,740.00 | 148,454.46 | 1,822,285.54 7.53% | |
| Contractual Services | | | | | | | | |
| Legal and Recording Services | 4212 | 0.00 | 0.00 | 495.00 | 500.00 | 0.00 | 500.00 0.00% | |
| Financial Services | 4214 | 1,582.18 | 2,693.41 | 2,531.33 | 4,500.00 | 266.48 | 4,233.52 5.92% | |
| Computer Services | 4215 | 74,297.70 | 78,070.91 | 57,108.29 | 61,900.00 | 18,126.82 | 43,773.18 29.28% | |
| Waste Management Services | 4224 | 924.65 | 1,004.92 | 715.54 | 1,000.00 | 102.58 | 897.42 10.26% | |
| Land and Tree Services | 4227 | 1,916.16 | 1,975.35 | 2,113.05 | 5,000.00 | 237.69 | 4,762.31 4.75% | |
| Communications | 4244 | 3,752.33 | 5,819.90 | 10,989.76 | 10,680.00 | 375.52 | 10,304.48 3.52% | |
| Electric Charges | 4247 | 65,030.22 | 58,142.88 | 59,856.64 | 76,000.00 | 6,726.30 | 69,273.70 8.85% | |
| General Insurance | 4251 | 52,398.00 | 60,584.47 | 69,254.39 | 82,050.00 | 0.00 | 82,050.00 0.00% | |
| Dues, Memberships, and Licenses | 4261 | 1,504.00 | 35,106.14 | 46,189.17 | 55,500.00 | 14,014.78 | 41,485.22 25.25% | |
| Training and Education | 4265 | 5,129.00 | 1,295.75 | 1,884.00 | 3,950.00 | 0.00 | 3,950.00 0.00% | |
| Travel | 4266 | 0.00 | 49.50 | 1,365.68 | 2,850.00 | 73.36 | 2,776.64 2.57% | |
| Meetings and Food | 4269 | 332.34 | 255.60 | 695.22 | 500.00 | 0.00 | 500.00 0.00% | |
| Building Maintenance Services | 4270 | 102,704.12 | 112,584.88 | 147,228.73 | 127,000.00 | 8,796.52 | 118,203.48 6.93% | |
| Electronic Services | 4273 | 4,402.84 | 3,734.45 | 4,953.15 | 6,000.00 | 0.00 | 6,000.00 0.00% | |
| Special Program/Event Services | 4292 | 4,416.00 | 9,246.50 | 8,564.80 | 10,000.00 | 100.00 | 9,900.00 1.00% | |
| Postage and Shipping | 4296 | 2,353.23 | 783.80 | 2,626.68 | 5,000.00 | 750.00 | 4,250.00 15.00% | |
| Refunds | 4297 | 837.50 | 4,871.42 | 7,231.25 | 6,000.00 | 0.00 | 6,000.00 0.00% | |
| Total Contractual Services | | 321,632.03 | 376,219.88 | 425,417.98 | 458,430.00 | 49,570.05 | 408,859.95 10.81% | |
| Commodities | | | | | | | | |
| Office Supplies | 4310 | 8,101.81 | 9,339.11 | 9,930.86 | 11,000.00 | 562.49 | 10,437.51 5.11% | |
| Periodicals | 4315 | 9,102.66 | 7,508.09 | 8,627.38 | 9,000.00 | 221.67 | 8,778.33 2.46% | |
| Medical and First-Aid Supplies | 4333 | 0.00 | 6.86 | 0.00 | 200.00 | 0.00 | 200.00 0.00% | |
| Special Programs/Events Supplies | 4343 | 12,183.14 | 14,954.59 | 12,084.72 | 12,000.00 | 335.77 | 11,664.23 2.80% | |
| Circulation Materials | 4344 | 7,507.40 | 19,777.92 | 10,078.76 | 23,000.00 | 429.48 | 22,570.52 1.87% | |
| Library Books/Reference Materials | 4345 | 147,712.53 | 148,751.34 | 148,990.58 | 151,000.00 | 19,226.43 | 131,773.57 12.73% | |
| Multimedia Materials | 4346 | 75,153.38 | 77,659.07 | 84,263.61 | 73,000.00 | 2,932.26 | 70,067.74 4.02% | |
| On-Line Subscriptions | 4347 | 9,503.92 | 20,574.04 | 20,809.28 | 48,200.00 | 21,257.17 | 26,942.83 44.10% | |
| Minor Equipment | 4354 | 24,613.69 | 16,574.88 | 6,758.37 | 10,000.00 | 4,110.64 | 5,889.36 41.11% | |
| Building Maintenance Supplies | 4380 | 8,720.88 | 15,998.79 | 19,776.81 | 23,000.00 | 683.53 | 22,316.47 2.97% | |
| Total Commodities | | 302,599.41 | 331,144.69 | 321,320.37 | 360,400.00 | 49,759.44 | 310,640.56 13.81% | |
| 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 | | 2,101,473.78 | 2,379,277.85 | 2,547,087.68 | 2,789,570.00 | 247,783.95 | 2,541,786.05 | 8.88% |
| FTEs | | 22.85 | | | | | | |

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2024 Revenue Report

| | FY 2021 Actual | FY 2022 Actual | FY 2023 Actual | FY 2024 Budget | As of July 31, 2023 | FY 2024 Balance Remaining | % Received |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|------------------------|---------------------------------|-------------------|
| Commissions | 3415 | 337.74 | 467.02 | 460.20 | 300.00 | 84.22 | 215.78 |
| Lease/Rent Payments | 3420 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Facility Rental | 3422 | 3,015.95 | 29,994.15 | 81,900.53 | 10,000.00 | 7,524.13 | 2,475.87 |
| Equipment Rental | 3423 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| County Library Contribution | 3503 | 135,316.00 | 150,776.00 | 185,284.00 | 185,284.00 | 0.00 | 185,284.00 |
| Other Local Contributions | 3509 | 0.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| State Library Open Access | 3516 | 9,610.66 | 14,629.69 | 12,130.41 | 12,130.00 | 0.00 | 12,130.00 |
| Operating Grants | 3517 | 14,111.86 | 16,430.18 | 16,856.61 | 16,857.00 | 0.00 | 16,857.00 |
| Operating Grants | 3537 | 0.00 | 5,000.00 | 0.00 | 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 | 4,712.40 | 8,890.05 | 10,147.84 | 8,000.00 | 1,186.58 | 6,813.42 |
| Miscellaneous Service Charges | 3699 | 1,411.45 | 1,335.51 | 1,129.05 | 2,000.00 | 109.25 | 1,890.75 |
| Salvage Sales | 3822 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Sales | 3829 | 406.56 | 308.00 | 477.68 | 400.00 | 30.00 | 370.00 |
| Private Contributions | 3831 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Refunds | 3841 | 2,369.12 | 0.00 | 561.52 | 0.00 | 0.00 | 0.00 |
| Rebates | 3842 | 28.11 | 0.00 | 358.31 | 0.00 | 0.00 | 0.00 |
| Other Reimbursements | 3849 | 0.00 | 502.71 | 81.02 | 0.00 | 176.33 | (176.33) |
| Library Fines | 3861 | 19,374.03 | 20,924.23 | 19,373.61 | 20,000.00 | 1,233.71 | 18,766.29 |
| Lost Materials | 3868 | 3,400.58 | 4,758.18 | 3,779.14 | 4,000.00 | 411.66 | 3,588.34 |
| Legal Settlement/Damages | 3869 | 2,028.37 | 2,567.08 | 2,287.08 | 2,000.00 | 179.07 | 1,820.93 |
| Overages/Shortages | 3891 | 189.44 | 74.17 | 36.53 | 0.00 | 64.16 | (64.16) |
| Miscellaneous Other | 3899 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Revenues | | 196,312.27 | 261,656.97 | 334,863.53 | 260,971.00 | 10,999.11 | 249,971.89 |
| | | | | | | | 4.21% |

Director's Report

July 2023

I. Personnel

- 4 new part-time library associates hired (Chad, Molly, Jessica, and Marne). They will receive training in early August.

II. Services

- 7/19 - Polk County Rural Resident Services: Polk County library directors' discussion of contract for re-imbursement from Polk County Supervisors.

III. Facility

- 7/7-9: Open for Summerfest. Lots of good feedback from parade. Though it seemed the Summerfest crowds were much less than last year, the facility was used more for restrooms, a pass through for both sides of the festivities, mischievous behavior from teens, and difficulty having public leave at closing. I would like to monitor this and see how next year is.
- 7/26: Open for RAGBRAI, those that stopped were grateful for the hospitality, and remarked how wonderful the library is.

IV. Marketing/Communication

During the month of July, 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">• Online resources available via Ankeny Living Magazine and eNewsletter.• New acquisitions & staff picks via eNewsletter | <ul style="list-style-type: none">• July programs via social media, eNewsletter, lobby digital display, and calendars. | <ul style="list-style-type: none">• Summer Library Programs and book clubs via July eNewsletter and lobby digital display. | <ul style="list-style-type: none">• 7/8: Staff and volunteers participated in the Summerfest parade.• 7/11: City Departments meeting• Library staff participated in outreach at Farmers Market with the Friends of the Library. |

Samuel Mitchel



JULY 2023 CIRCULATION REPORT

By: Beth Schaefer

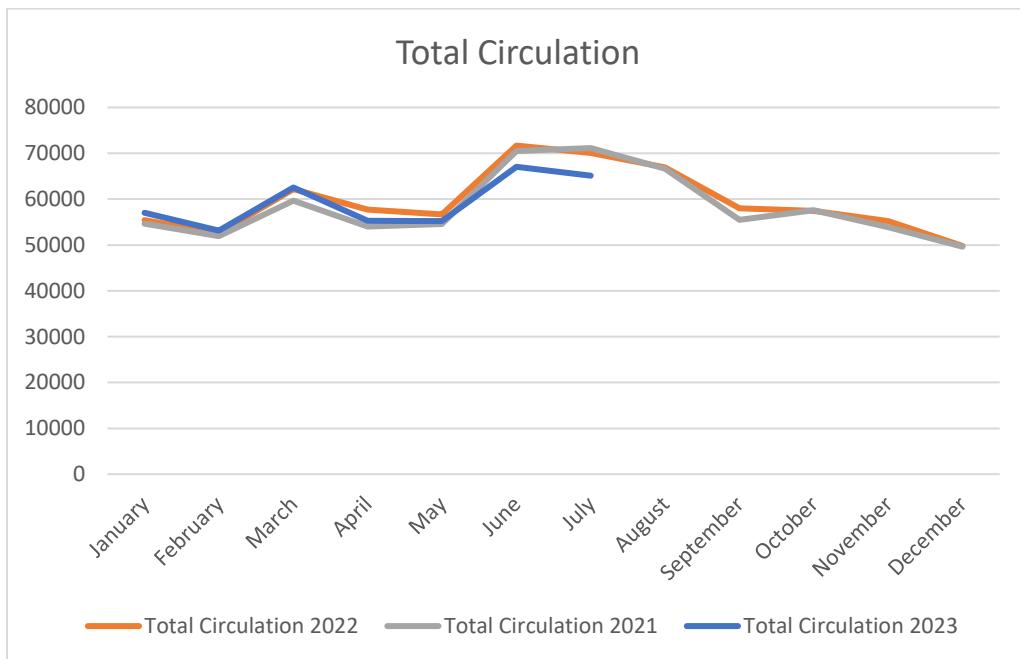
Date: 8/1/23

- July was jam-packed at the library and in the District! We again participated in the SummerFest parade, where about a dozen volunteers helped us pass out buttons, candy, and Summer Library Program bookmarks, and RAGBRAI rode by right outside on Wednesday, July 26!



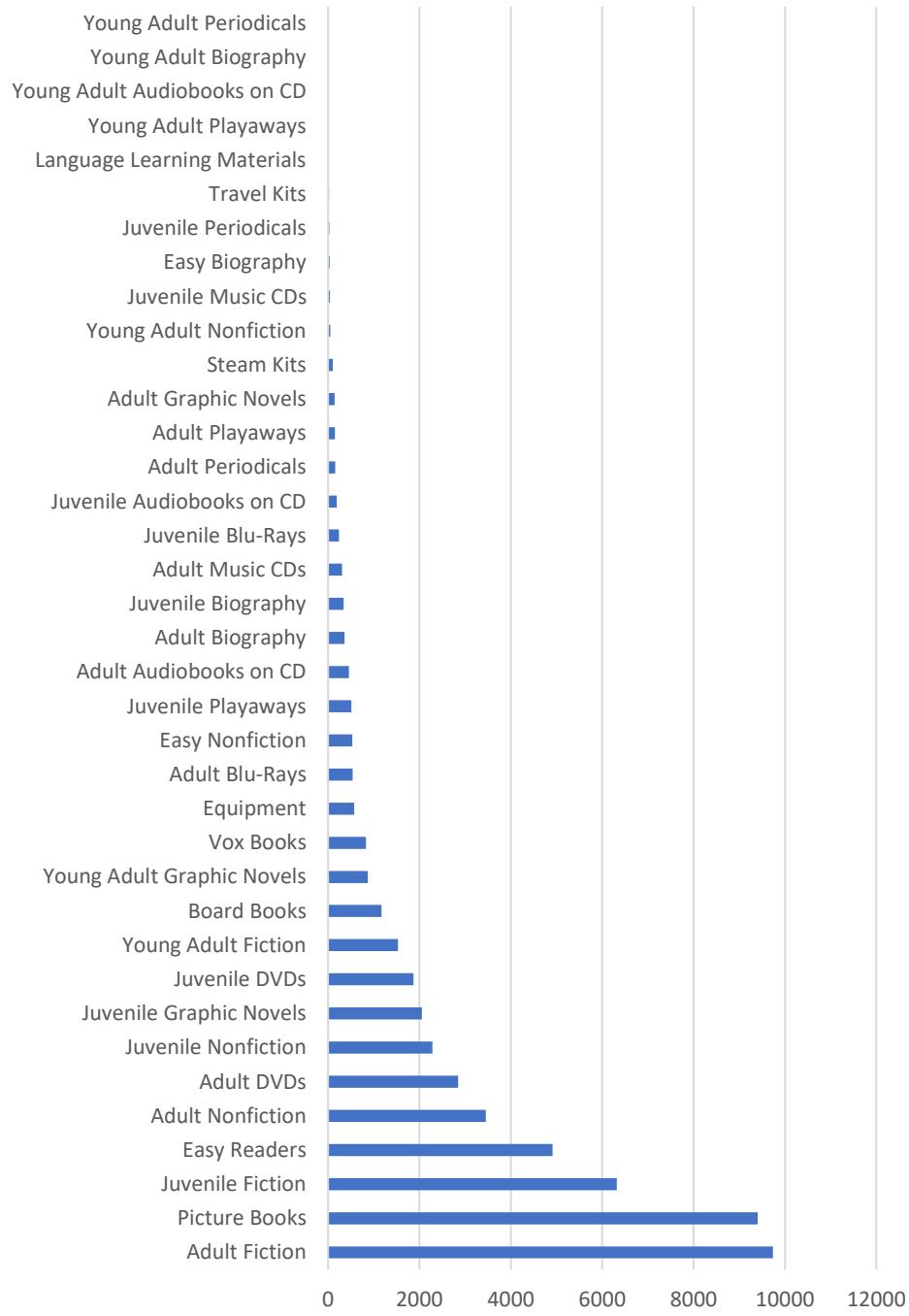
- Our busiest day was July 8 with 3,177 visitors during SummerFest.
- We had 50 volunteers help us for 256 hours in July.

| | July 2023 | July 2022 | Difference | July 2023 - July 2022 | July 2022 - July 2021 | Difference |
|--|---------------|--------------|-------------|-----------------------|-----------------------|------------|
| Physical Checkouts & Renewals (including Automatic) | | | | | | |
| Books | 44061 | 47458 | -7% | | | #DIV/0! |
| Videos | 5496 | 9409 | -42% | | | #DIV/0! |
| Audio | 1672 | 1844 | -9% | | | #DIV/0! |
| Magazines & Other | 860 | 793 | 8% | | | #DIV/0! |
| Total Print Transactions | 52089 | 59504 | -12% | | | #DIV/0! |
| Downloadable Transactions | | | | | | |
| Ebooks | 5,967 | 5187 | 15% | | | #DIV/0! |
| Videos | 0 | 0 | 0% | | | #DIV/0! |
| Audiobooks | 6,377 | 4842 | 32% | | | #DIV/0! |
| Magazines | 585 | 461 | 27% | | | #DIV/0! |
| Adventure Pass | 86 | 69 | 25% | | | #DIV/0! |
| Total Downloadable Transactions | 13,015 | 10559 | 23% | | | #DIV/0! |
| Total Circulation (Physical + Downloadable) | 65,104 | 70063 | -7% | | | #DIV/0! |
| Highlights | | | | | | |
| Steam kits | 104 | 65 | 60% | | | #DIV/0! |
| WiFi Hotspots | 58 | 66 | -12% | | | #DIV/0! |
| Residency Checkouts (Print Transactions) | | | | | | |
| City of Ankeny | 45140 | 52092 | -13% | | | #DIV/0! |
| Rural/Unincorporated Polk County | 3588 | 3912 | -8% | | | #DIV/0! |
| Open Access | 3361 | 3500 | -4% | | | #DIV/0! |
| Total Residency Checkouts | 52089 | 59504 | -12% | | | #DIV/0! |
| Cardholders | | | | | | |
| Basic Access | 390 | 454 | -14% | | | #DIV/0! |
| Temporary | 5 | 9 | -44% | | | #DIV/0! |
| Online | 49 | 70 | -30% | | | #DIV/0! |
| Total New Cardholders | 444 | 533 | -17% | | | |
| Total Active Cardholders | 26275 | | | | | |
| Visitors | 37347 | 39226 | -5% | | | #DIV/0! |



Circulation by Collection

July 2023 Print Checkouts and Renewals





Public Services Report - July 2023

Public Services Summary: (written by Holly Sealine)

The last four to six weeks have been a blur from the last Library Board meeting to the time that I am writing this report. I spend significant time with Beth working on creating a new on-boarding process for our team members. A summary of the new on-boarding process is that new team members spend about 3-4 hours with Beth and I (and HR) to learn about expectations, full-tour of the library, meet full-time staff available, and fill out necessary paperwork. And then we have at least 3 training sessions where team members work with current staff members to review a comprehensive check-list for each service desk and job shadow/reverse shadow before they are turned loose to pick up shifts and work their own shifts. We do have new staff work on "their schedule" while also keeping other staff available so that we do not impact customer service while also providing the best people to train (the ones that do it day to day). We make sure that all staff know that if they feel they need more training to let us know, and we will do everything we can to provide additional training.

We are also slowly transitioning the procedure manual onto the staff blog so that as things adjust and update we do not need to change 6 different binders and waste lots of paper. We are excited about the changes that are being made and the culture shift that is occurring to create a customer focused, positive environment at the library. We know that it will be a slow process and welcome the challenge.

Finally, I have been working with programming team to ensure our September calendars can be ready to be printed and available for the public by the 15th of the month per our procedure and that we have our online calendar updated. I am happy with the planning and ideas that are being tossed around for future months and excited to see what we can bring to our community. It is so fun to work at the library and it is a privilege to do so.

Accomplishments:

- Worked with Amanda to develop a plan of how to make the Makerspace more manageable by creating specific roles, objectives and goals.
- Create the AV and Information packets for room rentals.
- With the help of Beth, began to rewrite the marketing and communications procedure to ensure we know what needs to be done, proper contacts, due dates, etc.
- Reviewed the library's website to ensure that there wasn't any out of date information.
- Attend the Friends of the Ankeny Library meeting in early August to present the updated funding request for FY24.



Public Services Report - July 2023

- Attended the Ankeny Summerfest Parade to promote the Library, and then worked the weekend to provide manager support to library staff members
- Worked with Beth to create an updated checklist for training in each department area for training new staff members as we looked to train our **4** new staff members.
- Worked with Beth to look over the weekend schedule to see if it would be possible to adjust create a better work/life balance for our team members while also still meeting the needs of the library (answer: Not at this time).

Upcoming Goals (all are continuations of previous goals):

- Work on a community survey to get a feel on our mid-way point in the strategic plan.
- Review job descriptions for Youth Services, Teen Services, Adult Services, and Public Services and then sent to Sam for review and submission to HR for final review.
- Staff reviews including modifying the review form and adding a new self-evaluation form that aligns with job descriptions.



Public Services Report - July 2023

Statistics:

| July 2023 | | July 2023 | | July 2022 | |
|---|-----------|-------------|--|-------------------|-------------|
| Programs | Programs | Attendees | | Programs | Attendees |
| Baby/toddler (0-5) | 9 | 479 | | 17 | 1184 |
| Youth (6-11) | 6 | 230 | | 7 | 206 |
| Teen (12-18) | 12 | 69 | | 19 | 123 |
| Adult (18+) <i>Missing D&D #s</i> | 23 | 1033 | | 19 | 172 |
| General interest (all ages) | 17 | 1169 | | 9 | 0 |
| Monthly Total | 67 | 2980 | | 71 | 1685 |
| Year to Date | 67 | 2980 | | 71 | 1685 |
| <hr/> | | | | | |
| Additional services | | July 2023 | | FY24 Year to Date | |
| Technology Appointments | | 4 | | 4 | 5 |
| Exam Proctoring | | 3 | | 3 | -- |
| Notary Appointments | | 38 | | 38 | 43 |
| Patron Computer Usage | | 1588 | | 1588 | 1502 |
| Reference Interactions | | 1095 | | 1095 | -- |
| Storytime To-Go Kits | | 2000 | | 2000 | 2000 |
| Unique Wireless Usage | | 6913 | | 6913 | 6169 |
| <hr/> | | | | | |
| Room Usage | | July 2023 | | FY24 Year to Date | |
| Children/Teen Program Rooms | | 19 | | 19 | 30 |
| City Council Chambers | | 16 | | 16 | 18 |
| Conference Rooms and Lounge B | | 503 | | 503 | 440 |
| Meeting Rooms (A, B, C, ABC, BC) | | 57 | | 57 | 44 |
| Makerspace | | 32 | | 32 | 22 |
| Off-Site /Virtual / Misc. | | 8 | | 8 | 15 |
| Total Usage | | 635 | | 635 | 569 |
| <hr/> | | | | | |
| Digital Resources | | July 2023 | | FY24 Year to Date | |
| ABC Mouse (In-house Only) | | 0 | | 0 | -- |
| Ancestry Library Edition | | 981 | | 981 | 277 |
| AWE Children's Computers- <i>Need Login Information</i> | | | | 0 | |
| Brainfuse: HelpNow | | 24 | | 24 | 8 |
| Brainfuse: JobNow / VetNow | | 10 | | 10 | 5 |
| Consumer Reports | | 638 | | 638 | 242 |
| Heritage Quest | | 352 | | 352 | 80 |
| Hoopla | | 343 | | 343 | 628 |
| Lote4Kids - <i>Needs Marketing</i> | | 0 | | 0 | -- |
| New York Times Online | | 517 | | 517 | 120 |
| Niche Academy | | 3 | | 3 | 91 |
| Novelist K-8 (Reader's Advisory) | | 0 | | 0 | 0 |
| Novelist Plus (Reader's Advisory) | | 51 | | 51 | 11 |
| Novelist Select (Reader's Advisory) | | 464 | | 464 | -- |
| Reference Solutions | | 22 | | 22 | 13 |
| ValueLine | | 1054 | | 1054 | 1124 |
| Total Usage | | 4459 | | 4459 | 2599 |



Public Services Report - July 2023

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

June Highlights:

Summary

The 2023 Summer Library Program has now concluded. We had a total of **3,563** readers this year (youth/teen/adult), which is an **increase of 918 participants!** (2,380 Birth – 5th Grade; 489 Teen; 694 Adults).

July repeated many of our special programs, such as Family Bingo for Books, Bad Guys Book Club, Friday Flicks, Tween Blind Taste-Test, K-5 Fun, and more. We of course continued to have great numbers at Story Time in the Park and Sing & Shake as well.

Animal Rescue League Off-Site Adoption + Play

361 patrons came to play with 5 kittens from the ARL! Though none of them were adopted here at the library, after checking their website, it looks like 4 of them have found new homes!



K-5 Steam-Lit: Perler Beads

We had **59** show up to make Perler bead creations with us! We love to see the creativity from those who attend these programs.



K-5 Fun: Magic with Jonathan May



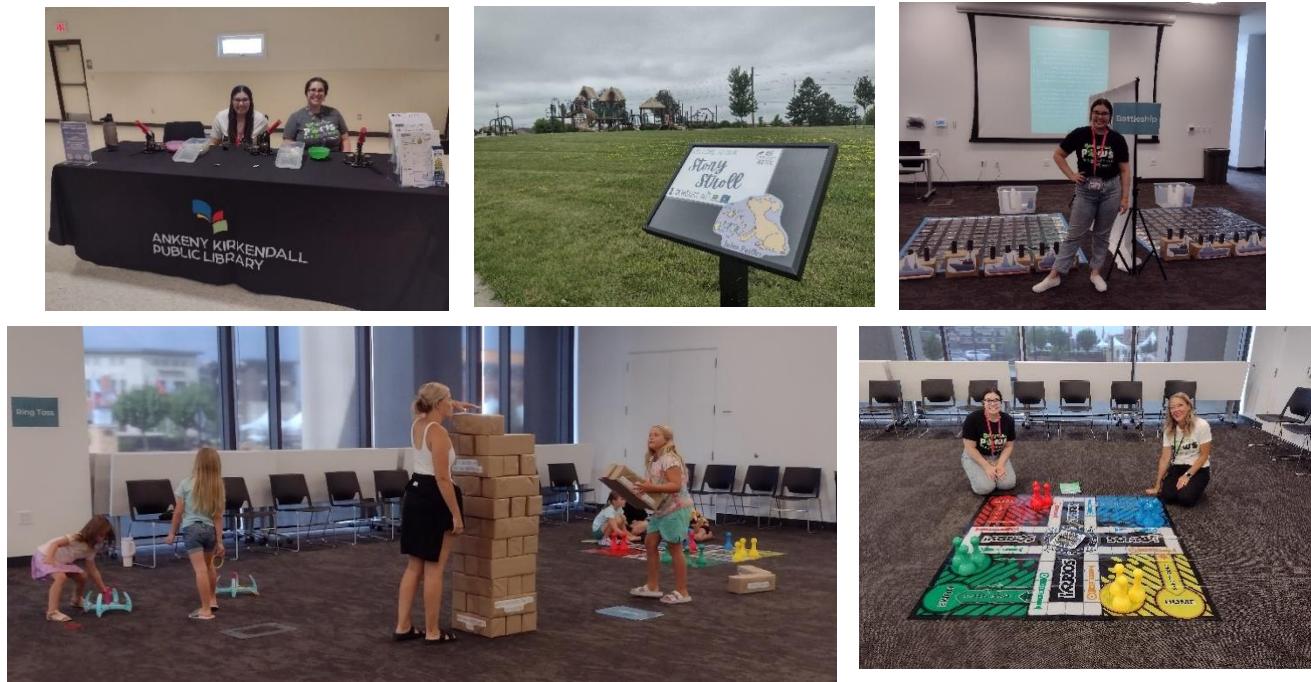
We should have used ABC for this program instead of just Meeting Room A, since patrons kept coming in! We thought on our feet and added as many extra chairs and supplies as we could! **73** joined us for this program.

Jonathan taught the kids 5 different magic tricks to use on their friends and family!



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All-City Play Day, Story Stroll at Georgetown Park, and Family Life-Size Games!



Upcoming Goals:

Our biggest goal is to plan and implement programs for the fall! We have already started brainstorming some program ideas, but the month of August will be used to fine-tune our very long list. ☺ We plan on bringing back some beloved programs and also trying some new ones!

- Get the August Story Stroll and Scavenger Hunt up
- Finalize September and October calendars
- Plan our “Turtle Party” that will take place in September
- Plan our October/Halloween event, celebrating Friends of the Library week

Obstacles and Frustrations:

- None at this time



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Teen Services Update: (written by Amanda Bellis)

June Highlights:

July was another busy month for tween and teen programs, though I did see a bit of a drop in some attendance numbers (which I assume is due to camps, vacations, etc.).

While my numbers for **Snacks & Games** were lower this month, those in attendance proved yet again that there is interest in video game programs specifically. I'm already looking at ways to incorporate these programs in the fall, and I'm hoping to dive deeper into exploring the funding and logistics of updating our offerings and/or adding a second TV to the teen room.

Minute to Win It was an incredibly popular program this month, with both the tween and teen sessions reaching registration capacity. While the program itself was a bit chaotic to run (even with Abby's help), I had many attendees tell me how much fun they had, and how they'd like to do the program again. I would definitely need at least one, if not two, additional people helping with the program if I offered it again; this is another example of a program that would benefit from having program assistants on staff.



The Pokémon Escape Room was also popular. I offered sessions over two different weeks, hoping to work around other obligations, but people overwhelmingly wanted to attend during the first week (to the point where all of those sessions were full, but two sessions during the second week had no attendees at all). I did encounter a bit of frustration with this program, however. I offered this program as a special teen-only event; however, during one of my first week sessions, I encountered a situation where several children were signed up who were not old enough to participate. The parent/guardian who signed them up entered in false grade level information for the children during registration, and, as a result, several spots were taken by these children, preventing teens from participating. Of particular concern was the fact that I had to turn away some teens because the session was full, not realizing until it was too late that so many of the registrants were too young. I don't know the best way to address issues like these. I clearly state the grade levels in my program descriptions, and those limitations are also in place





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in Library Market, but that doesn't prevent anyone from signing up with false information. If the issue persists, I will have to consider ways to address it, but I'm hoping this was a one-time thing.

We had another full group for this month's **Tween Taste Test**, and the ability to spread out across ABC definitely helped. We allowed all of our waitlist participants to join, resulting in a much larger group than we originally planned for. The overwhelming response shows that there is definitely interest in both taste test programs, and programs for tweens in general. My plan for fall is to continue my summer model, where I offer many of my programs twice, once for tweens and once for teens, and I will keep working with Kelly and Brittany to ensure that we are offering a good mix of programs for the tween age group.



While my **book discussion** numbers were a little bit lower this month, we still had some great conversations in each. I believe that moving the day and time of Tween Book Discussion this fall will work well, and that it will avoid some of the conflicts that have prevented people from attending in the past. While not specifically book discussion-related, I also want to share a side note that came up during Teen Book Discussion this month. In chatting about books in general, the participants started talking about their preferences when it comes to eBook checkouts. Specifically, they don't care for the Libby app, and they are often frustrated by the selection available through Bridges (sometimes titles are hard to find, and often a series they want to read is incomplete, usually missing early volumes). They especially like hoopla and would prefer to use that all the time, but our daily checkout limits make that incredibly frustrating for them.

On the **Makerspace** front, it was another month of many reference questions and usages, but not as many official appointments. The full room continues to be in use often as well, which I know can hinder patrons trying to use specific stations or equipment. While I haven't heard complaints about that yet, I imagine I will soon if the level of usage keeps up. I was also approached this month by a patron wishing to donate a 3D printer to the library. The model he is offering features some significant upgrades from our current models, and I am working to coordinate a time with him where he can assist with setting up the new machine, as well as giving Justin and myself an overview of how it works (as it is quite a bit different from what we have). I'm hoping to get that set up as soon as possible, as I already have some 3D print requests in the queue that our current machines are not well-equipped to handle.

Upcoming Goals:

- Finalize fall program schedule as much as possible. I have September locked in, but



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I'm still working on October and November, in part because I'm waiting for the ILA Conference schedule to be released, to determine if I will be attending conference or not, and thus whether I can schedule programs during that 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 (this is an ongoing goal). I'm hoping to get more figured out in August as our schedules are a bit lighter.
- Now that summer programs are almost all complete, I'd like to do a second round of organizing supplies and storage closets so I can take inventory of what I have and can be better prepared for fall programs.



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Adult Services Update: (written by Justin Armbruster)

June Highlights:

In July, we continued programming to support the Sumer Library Program. As the theme was Get Your Paws on a Good Book, I had representatives from the Puppy Jake Program come to the library to give a presentation. Additionally, we also hosted a local author, Robert Kerr, to discuss his latest mystery title. While the programs did not see high attendance numbers, those who did attend were very pleased with the presentations. People who attended Robert Kerr's event stayed afterwards for quite a while to discuss his books.

Upcoming Goals:

My goals for August are to send out the invites for the Ankeny Cultural Festival. I'm also investigating having food trucks from different cultures be a part of the program. Another goal is to secure some sort of entertainment for the Cultural Festival, such as music or dance. Additionally, a goal is to reach out to local businesses to form community partnerships in order to provide new and unique programming. For instance, having someone from Wine Styles provide a presentation about wine pairing.

Obstacles and Frustrations:

In terms of frustrations this month, the main one was Summerfest and how the library grounds and staff were treated during this time. By taking over a majority of our parking (and the closest handicap parking spots), it made it very difficult for our patrons to access the building. Further, those complaints were not directed at Summerfest, but our staff. Additionally, the staff had to deal with much larger crowds than usual and some of them were unruly. There were messes in the bathrooms. Unsupervised children made a prank call to a suicide hotline from one of our phones and the police came. Even on Monday, after the event, trash and litter were scattered around outside. In fact, some trash was still there several days later. None of this makes us look good to the community. If people are seeing the library for the first time (or first time in a long time), they were greeted with unruly crowds, trash scattered about everywhere, bathrooms that could not handle the volume of people using them, etc. It disrupts our programming to the point we feel like we need to cancel all events leading up to, during and a few days after Summerfest. It causes people with handicaps to walk twice the distance they normally would. The noise makes it difficult for people using the library to study, conduct job interviews or take proctored exams. In the future, I believe the library should be closed for Summerfest and anyone who would normally be scheduled should still be paid.

Acquisitions/Cataloging Report – July 2023

. July marks the beginning of the new fiscal year. And while staff continue to purchase materials each month, steadily, the new fiscal year is also used as an opportunity to analyze how the overall collections budget is dispersed between collections and formats and an opportunity to assess future needs and directions for acquisitions.

This is also the time when staff begin planning which collection areas need more attention, for example, what subjects or disciplines of the non-fiction children's collection need to be refreshed.

| Print Collections | # Added | A/V Collections | # Added |
|--------------------------|----------------|-------------------------|----------------|
| Adult Biography | 17 | Adult Audio Books | 20 |
| Adult Fiction | 382 | Adult Blu-Rays | 23 |
| Adult Graphic Novels | 4 | Adult DVDs | 60 |
| Adult Non-Fiction | 103 | Adult Music CDs | 25 |
| | | Adult Playaways | 11 |
| Picture books | 33 | | |
| Board books | 9 | Juvenile Audio Books | 1 |
| Easy Non-fiction | 3 | Juvenile Blu-rays | 0 |
| Easy Readers | 29 | Juvenile DVDs | 4 |
| Vox Books | 0 | Juvenile Music CDs | 0 |
| | | Juvenile Playaways | 1 |
| Juvenile Biography | 2 | | |
| Juvenile Fiction | 72 | Young Adult Audio Books | 0 |
| Juvenile Graphic Novels | 26 | Young Adult Playaways | 0 |
| Juvenile Nonfiction | 9 | | |
| | | Totals | 145 |
| YA Biography | 0 | | |
| YA Fiction | 49 | | |
| YA Graphic Novels | 8 | | |
| YA Nonfiction | 1 | | |
| | | | |
| Totals | 747 | | |

Twelve Month Comparative Totals

| | 7/22 | 8/22 | 9/22 | 10/22 | 11/22 | 12/22 | 1/23 | 2/23 | 3/23 | 4/23 | 5/23 | 6/23 |
|--------------|------|------|------|-------|-------|-------|------|------|------|------|------|------|
| Print | 857 | 892 | 816 | 908 | 575 | 565 | 678 | 652 | 952 | 754 | 975 | 827 |
| A/V | 101 | 160 | 185 | 113 | 69 | 132 | 73 | 148 | 155 | 204 | 133 | 98 |