



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, September 21, 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. August 17, 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 (<i>Update</i>)	
X. Old Business	A. Trustee Continuing Education <ol style="list-style-type: none"> 1. Trustee Handbook Chapter 5 - Approving and Monitoring the Budget
XI. New Business	
XIII. Adjourn	A. Next Meeting: September 21, 2023

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

Thursday, August 17, 2023

Regular meeting: 6 p.m.

Location: Library, Teleconference

Present: Miranda Piepho, Gene Lucht, Nancy Medema, Fred Schuster, Heather Stephenson

Staff: Sam Mitchel

Topic	Discussion
Call to Order	Schuster called the meeting to order.
Approval of Minutes	Motion made by Lucht to approve the July minutes. Second by Medema. Motion passed unanimously.
Public Comments	
Consent Agenda	<p>Mitchel discussed financials.</p> <ul style="list-style-type: none">Run Rate - 8.3%. Most of the numbers over this amount we pay up front, so we expect them to be higher at times. <p>Schuster asked – there were eight items that went up by double digits. Why were there so many with such large increases? Mitchel responded that we asked for more money for those items (like Hoopla). Mitchel offered to look into some of the items.</p>
Policy/Procedure Review	
Director's Report	<p>Mitchel presented Director's report.</p> <ul style="list-style-type: none">4 new part-time library associates. We did lose some who went back to school.Polk County Rural Services – we continue to service residents in rural areas. We'll probably begin working with some townships.Facility was open for Summerfest – library was used mostly for restrooms and a pass through to the activities. There were also some issues with messes being left. We'll have to consider if we want to be fully open after next year.We were also open during RAGBRAI. Riders were respectful.Library staff continue to try and spread the word about our services. <p>Schuster pointed out that we had an increase in participants in programs. Mitchel said it could be due to increase in population or that more adults were involved. However, circulation is down during the programs. We should only worry about the circulation numbers when the change is more than 5% year over year.</p> <p>Schuster also asked about circulation by collection – it doesn't look like anyone is checking out the lowest eight line items. Mitchel said there could be some people checking those items out, but that the number is so low that it barely registers. Mitchel will do some research.</p> <p>Schuster also asked the Pokémon escape room. We may have had some kids lie about their age in order to participate. Is there any consequence? Mitchel will look into this and determine what we need to do in the future to discourage this behavior.</p>
Committee Reports (Evaluation, Finance, Marketing, Policy,	

Topic	Discussion
Staffing, etc.)	
Friends of the Library (update)	<p>Lucht and Medema provided an update.</p> <ul style="list-style-type: none"> • They approved our request for additional funds. There was a great discussion before they came to this decision. The Friends want to raise money to fund certain types of projects (like creating an endowment), but we need to ask if this is something the library can support. • The Friends also brought up that they wanted to separate their funds from the city. The Board doesn't think this is a smart idea. However, the Board is just a liaison at these meetings, not voting members. <p>Schuster asked how the Friends make money. Medema said they send out a request for funds, or partner with other community members to support the library. They also put on activities, like the recent trivia night or the used book sale.</p>
Old Business	<p>Trustee Continuing Education – Trustee Handbook, chapters 1 & 2</p> <ul style="list-style-type: none"> • Chapter 1 discussed the library impact on the community, library ordinances and understanding the role of the Board. <ul style="list-style-type: none"> ○ The Ankeny library does a good job of inserting itself into the community – we help to draw traffic to local businesses. ○ Historically, the percentage of population that has a library card remains around 66%. In Ankeny, it hovers around 40%. Trustees can support this when we interact with the community. ○ Medema recommended that local businesses provide a discount if a patron shows their library card. ○ This chapter also discussed purpose of an Administrative Governing Board, which is what our Board of Directors is. Our role is hire the Director, not his employees. Schuster asked if Mitchel has a hard time hiring, and his response was no. We usually have a waiting list. ○ Board also passes policy and discusses strategic plan. ○ Though budget was discussed, we will dive deeper in the next few chapters of the handbook. • Chapter 2 discusses how the library supports a culture of learning. <ul style="list-style-type: none"> ○ The Board supports this by practicing continuing education. We also do this by approving budget for library staff. ○ Medema stated that when she helped to edit the handbook, they added the training requirement for the Board. In order to make rules for the library to follow, they must have an understanding of the impact those rules may have. The Board must know current laws, trends, etc. ○ Standard 20 states the Director has 2 years to become endorsed. ○ IowaLearns – This is a free service the Board can use for additional continuing education. <p>Total of 30 minutes continuing education for the Board members.</p> <p>Board to read chapter 5 by next meeting.</p>
New Business	Polk County Rural Resident Services – Discussed during the Director's report.
Adjournment	Stephenson made a motion to adjourn and Lucht second. Approved by all. The next meeting will be held September 21, 2023.

Respectfully submitted, Miranda Piepho, Secretary

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2024 Expenditure Report

		FY 2021	FY 2022	FY 2023	FY24	As of	FY 2024	%
		Actual	Actual	Actual	Budget	August 31, 2023	Balance Remaining	Expended
Personal Services								
Salaries and Wages	4101	544,747.48	627,972.10	677,830.34	723,184.00	111,259.22	611,924.78	15.38%
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	126,948.50	731,051.50	14.80%
Longevity	4109	3,884.46	2,557.59	2,807.58	3,269.00	461.52	2,807.48	14.12%
FICA	4116	87,200.71	100,504.98	108,192.25	121,670.00	17,997.93	103,672.07	14.79%
IPERS	4117	108,664.10	120,765.39	144,774.57	149,666.00	22,284.40	127,381.60	14.89%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	769.24	4,230.76	15.38%
Employee Insurance	4120	120,467.00	104,591.00	107,940.82	107,576.00	19,616.20	87,959.80	18.23%
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	299,397.89	1,671,342.11	15.19%
Contractual Services								
Legal and Recording Services	4212	0.00	0.00	495.00	500.00	315.00	185.00	63.00%
Financial Services	4214	1,582.18	2,693.41	2,531.33	4,500.00	439.56	4,060.44	9.77%
Computer Services	4215	74,297.70	78,070.91	57,108.29	61,900.00	18,530.16	43,369.84	29.94%
Waste Management Services	4224	924.65	1,004.92	715.54	1,000.00	205.16	794.84	20.52%
Land and Tree Services	4227	1,916.16	1,975.35	2,113.05	5,000.00	633.84	4,366.16	12.68%
Communications	4244	3,752.33	5,819.90	10,989.76	10,680.00	990.53	9,689.47	9.27%
Electric Charges	4247	65,030.22	58,142.88	59,856.64	76,000.00	13,273.49	62,726.51	17.47%
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	14,209.78	41,290.22	25.60%
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	17,096.39	109,903.61	13.46%
Electronic Services	4273	4,402.84	3,734.45	4,953.15	6,000.00	1,477.72	4,522.28	24.63%
Special Program/Event Services	4292	4,416.00	9,246.50	8,564.80	10,000.00	125.00	9,875.00	1.25%
Postage and Shipping	4296	2,353.23	783.80	2,626.68	5,000.00	973.35	4,026.65	19.47%
Refunds	4297	837.50	4,871.42	7,231.25	6,000.00	737.50	5,262.50	12.29%
Total Contractual Services		321,632.03	376,219.88	425,417.98	458,430.00	69,080.84	389,349.16	15.07%
Commodities								
Office Supplies	4310	8,101.81	9,339.11	9,930.86	11,000.00	1,912.62	9,087.38	17.39%
Periodicals	4315	9,102.66	7,508.09	8,627.38	9,000.00	4,374.12	4,625.88	48.60%
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	1,354.66	10,645.34	11.29%
Circulation Materials	4344	7,507.40	19,777.92	10,078.76	23,000.00	1,216.64	21,783.36	5.29%
Library Books/Reference Materials	4345	147,712.53	148,751.34	148,990.58	151,000.00	33,592.83	117,407.17	22.25%
Multimedia Materials	4346	75,153.38	77,659.07	84,263.61	73,000.00	11,590.58	61,409.42	15.88%
On-Line Subscriptions	4347	9,503.92	20,574.04	20,809.28	48,200.00	34,407.17	13,792.83	71.38%
Minor Equipment	4354	24,613.69	16,574.88	6,758.37	10,000.00	4,217.62	5,782.38	42.18%
Building Maintenance Supplies	4380	8,720.88	15,998.79	19,776.81	23,000.00	3,207.70	19,792.30	13.95%
Total Commodities		302,599.41	331,144.69	321,320.37	360,400.00	95,873.94	264,526.06	26.60%
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	464,352.67	2,325,217.33	16.65%
FTEs								
		22.85						

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2024 Revenue Report

		FY 2021	FY 2022	FY 2023	FY 2024	As of	FY 2024	%
		Actual	Actual	Actual	Budget	August 31, 2023	Balance	Received
							Remaining	
Commissions	3415	337.74	467.02	460.20	300.00	195.42	104.58	65.14%
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	12,559.48	(2,559.48)	125.59%
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	0.00%
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	0.00%
Operating Grants	3517	14,111.86	16,430.18	16,856.61	16,857.00	0.00	16,857.00	0.00%
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	2,201.86	5,798.14	27.52%
Miscellaneous Service Charges	3699	1,411.45	1,335.51	1,129.05	2,000.00	202.75	1,797.25	10.14%
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	46.00	354.00	11.50%
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	2,001.00	(2,001.00)	
Library Fines	3861	19,374.03	20,924.23	19,373.61	20,000.00	2,440.21	17,559.79	12.20%
Lost Materials	3868	3,400.58	4,758.18	3,779.14	4,000.00	806.59	3,193.41	20.16%
Legal Settlement/Damages	3869	2,028.37	2,567.08	2,287.08	2,000.00	508.82	1,491.18	25.44%
Overages/Shortages	3891	189.44	74.17	36.53	0.00	28.52	(28.52)	
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	20,990.65	239,980.35	8.04%

**Director's Report
August 2023**

I. Personnel

- Four part-time associates hired for available shifts. Onboarding accomplished by department managers orientation and shadowing.
- Additional part-time shift available for hire. Job notice posted in August, interviews will take place in September.
- I attended a two-day workshop on presentation skills (setting objectives, audience analysis, organization, and delivery).

II. Facility

- Library tour for Trustees Meyer and Lucht.

III. Misc.

- Working on State Library of Iowa annual report due in October 31.

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">• New acquisitions & staff picks via eNewsletter	<ul style="list-style-type: none">• August programs via social media, eNewsletter, lobby digital display, and calendars.	<ul style="list-style-type: none">• Summer Library Programs and book clubs via August eNewsletter and lobby digital display.• Summer intern reflections in Ankeny Living• Friends of the Library information via eNewsletter	<ul style="list-style-type: none">• 8/7: Friends of the Library meeting and annual funds request• 8/1 & 15: City Departments meeting• Library staff participated in outreach at Farmers Market with the Friends of the Library.

Samuel Mitchel



AUGUST 2023 CIRCULATION REPORT

By: Beth Schaefer

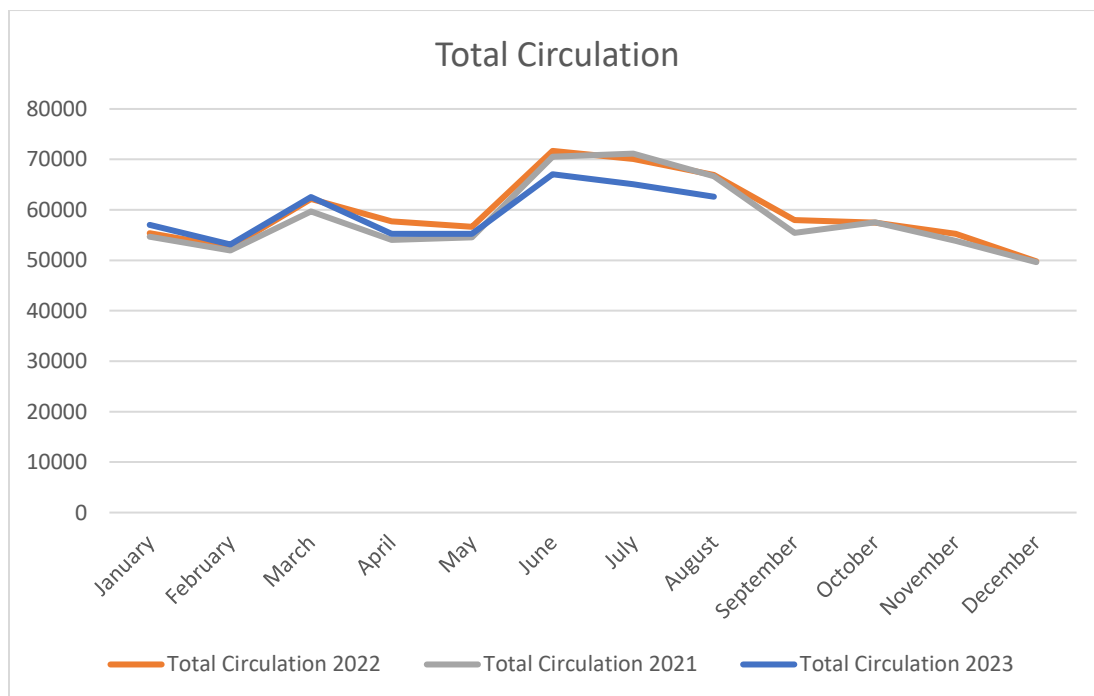
Date: 9/1/23

- Kristin and I had a great time at Southeast Elementary's Meet the Teacher Night, making buttons and 2 dozen new library cards! We can't wait to go back in October during Fall Conferences to get more students and families signed up for an Ankeny card.

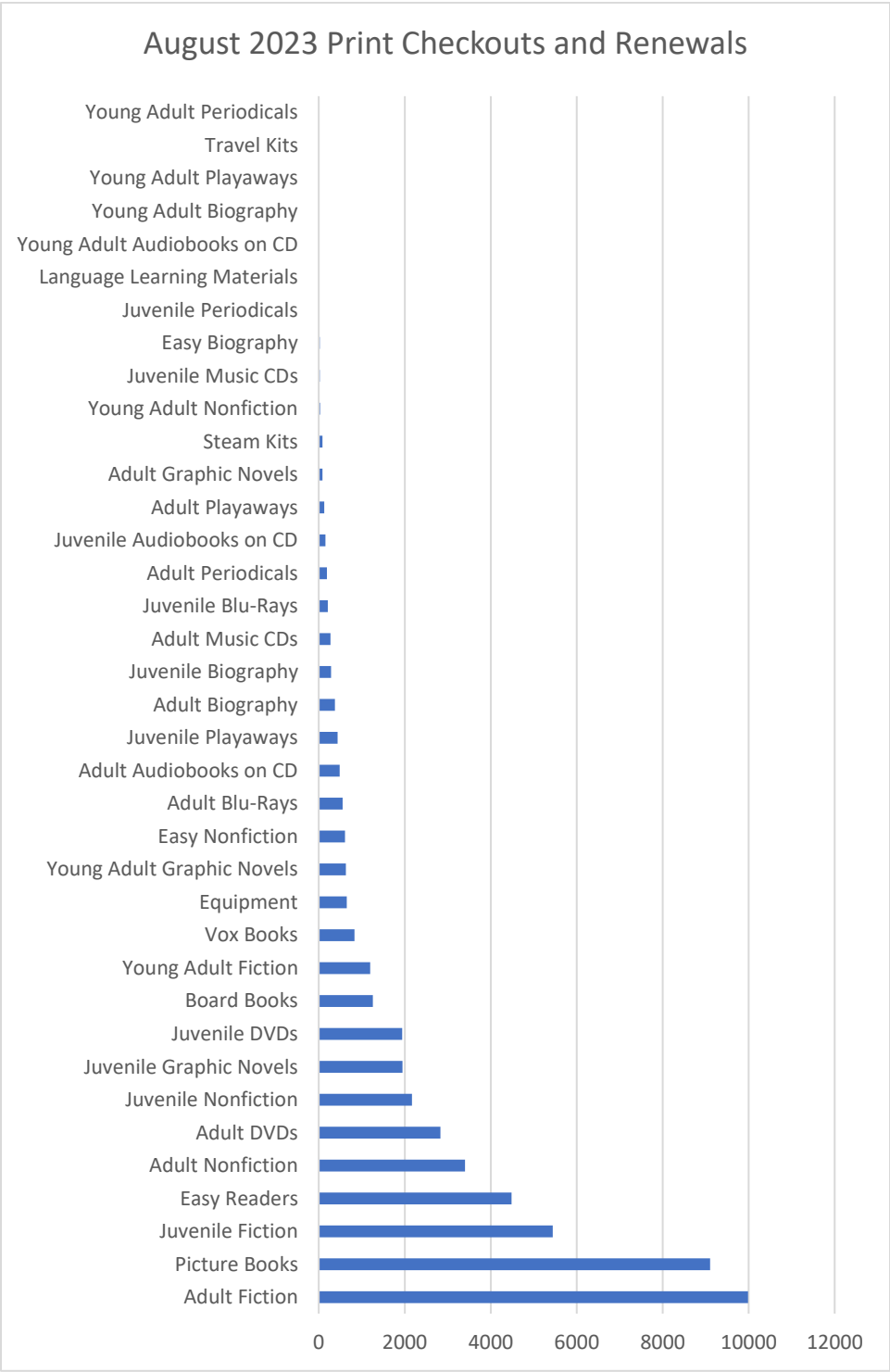


- Our busiest day was August 9th with 1,394 visitors.
- We had 38 volunteers help us for 232 hours in August.

	August 2023	August 2022	Difference	July 2023 - August 2023	July 2022 - August 2022	Difference
Physical Checkouts & Renewals (including Automatic)						
<i>Books</i>	41904	44908	-7%	85965	92366	-7%
<i>Videos</i>	5538	9115	-39%	11034	18524	-40%
<i>Audio</i>	1537	1607	-4%	3209	3451	-7%
<i>Magazines & Other</i>	946	879	8%	1806	1672	8%
Total Print Transactions	49925	56509	-12%	102014	116013	-12%
Downloadable Transactions						
<i>Ebooks</i>	5,652	4851	17%	11,619	10,038	16%
<i>Videos</i>	0	0	#DIV/0!	0	0	#DIV/0!
<i>Audiobooks</i>	6,389	5022	27%	12,766	9,864	29%
<i>Magazines</i>	566	495	14%	1,151	956	20%
<i>Adventure Pass</i>	76	70	9%	162	139	17%
Total Downloadable Transactions	12,683	10438	22%	25,698	20,997	22%
Total Circulation (Physical + Downloadable)	62,608	66947	-6%	127,712	137,010	-7%
Highlights						
<i>Steam kits</i>	84	60	40%	188	125	50%
<i>WiFi Hotspots</i>	74	72	3%	132	138	-4%
Residency Checkouts (Print Transactions)						
<i>City of Ankeny</i>	43054	49331	-13%	88194	101423	-13%
<i>Rural/Unincorporated Polk County</i>	3452	3613	-4%	7040	7525	-6%
<i>Open Access</i>	3419	3565	-4%	6780	7065	-4%
Total Residency Checkouts	49925	56509	-12%	102014	116013	-12%
Cardholders						
<i>Basic Access</i>	399	372	7%	789	826	-4%
<i>Temporary</i>	17	8	113%	22	17	29%
<i>Online</i>	58	60	-3%	107	130	-18%
Total New Cardholders	474	440	8%	918	973	-6%
Total Active Cardholders	26624					
Visitors						
	30619	31029	-1%	67966	70255	-3%



Circulation by Collection





Public Services Report - August 2023

Public Services Summary: (written by Holly Sealine)

August Highlights:

I do feel like I am finally starting to move forward make a difference in the many different projects that I have been wanting to get done -- community survey, staff survey, evaluations, on-boarding, etc. Beth and I worked together (as you already know) to create a procedure manual, and are continually looking to revise it and update it. We are now looking to move that manual from paper to digital so that it is easier to access for all staff members and not so overwhelming (BIG). We are also looking to work on catching up on staff evaluations and firming up the onboarding process, which has not fully existed in the past without an Admin team in place.

Accomplishments:

- Community survey to get a feel on our mid-way point in the strategic plan.
- Worked on a staff survey to identify goal areas for FY24 for our pillar with organization of excellence and to see where issues still remain
- Revised the staff evaluation form that better aligns with library associate job description.
- Hosted a successful Adult Craft night in September with Beth
- Held more interviews for a new part-time library staff member
- Helped train 4 new part-time library staff members, after working to create an on-boarding procedure.

Upcoming Goals:

- Assist with the FY25 budget season/writing
- 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.
- Work with Justin to develop a plan of how to make the Makerspace more manageable by creating specific roles, objectives and goals.
- Staff Evaluations using the new form
- Analyze the community survey and set goals for finishing out the current strategic plan.



Public Services Report - August 2023

Statistics:

August 2023	August 2023			August 2022	
	Programs	Attendees		Programs	Attendees
Baby/toddler (0-5)	2	104		2	84
Youth (6-11)	0	0		0	0
Teen (12-18)	1	2		2	9
Adult (18+)	28	576		22	222
General interest (all ages)	8	507		5	0
Monthly Total	39	1189		31	315
Year to Date	107	3965		102	2000
Additional services	August 2023		FY24 Year to Date	August 2022	
Technology Appointments	17		21	10	
Exam proctoring	4		7	14	
Notary appointments	68		106	38	
Patron computer usage	1647		3235	1675	
Reference Interactions	948		2043	--	
Storytime To-Go Kits	0		2000	0	
Unique wireless usage	6789		13702	5983	
Room Usage	August 2023		FY24 Year to Date	August 2022	
Children/Teen Program Rooms	1		90247	4	
City Council Chambers	14		20	16	
Conference Rooms and Lounge B	539		30	563	
Meeting Rooms (A, B, C, ABC, BC)	53		1042	49	
Makerspace	43		110	17	
Off-Site /Virtual / Misc.	7		75	6	
Total Usage	657		91524	655	
Digital Resources	August 2023		FY24 Year to Date	August 2022	
ABC Mouse (in-house only)	0		0	--	
Ancestry Library Edition	377		1358	499	
AWE Children's Computers	4010		4010	500	
Brainfuse: HelpNow	48		72	2	
Brainfuse: JobNow / VetNow	3		13	15	
Consumer Reports	321		959	386	
Heritage Quest	33		385	63	
Hoopla	568		911	745	
Lote4Kids	0		0	--	
New York Times Online	592		1109	396	
Niche Academy	10		13	357	
Novelist K-8 (Reader's Advisory)	0		0	2	
Novelist Plus (Reader's Advisory)	78		129	54	
Novelist Select (Reader's Advisory)	542		1006	1	
Reference Solutions	25		47	30	
ValueLine	1275		2329	1169	
Total Usage	7882		12341	4219	



Public Services Report - August 2023

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

August Highlights:

Summary

August was spent celebrating summer at our finale pool party and planning for fall! This month always flies by quickly, but we got so much accomplished!

SLP Finale Pool Party @ Cascade Falls

We had around 500 for our finale party! It was a little chilly and rainy the night of, but that didn't stop many from having fun! Miranda from the Friends was also there to greet people and hand out information. Here is a photo of our grand prizes! We were able to hand out 24 youth grand prizes.



Outreach Visit

We aren't able to do outreach visits often, but our schedule allowed us to drop by EasterSeals to read Elephant & Piggie stories.



Story Stroll @ Georgetown Park

We picked a beautiful day to put out the new story and get kids excited about going back to school. Our newest book is called *School Is Cool!*.



Upcoming Goals:

Our biggest goal is to continue planning and implementing programs for the fall!

- Prep fall story times, babies, sing & shakes, and all weekly K-5 programs
- Finalize October calendar
- Update the play nook with new toys and signage
- Put finishing touches on the "Turtle Party" that will take place in September
- Finish planning Trick or Pete Party!
- Create and put out the fall Story Stroll
- Book artists and plan for a new 2024 Family Concert Series

Obstacles and Frustrations:

- None at this time.



Public Services Report - August 2023

Teen Services Update: (written by Amanda Bellis)

August Highlights:

While I still had a few programs this month, it was nice to have our usual program break. This gave me a chance to take a little time off and to really focus on planning for fall and getting organized.

This month I solidified my September and October calendars of events, and have most of November planned as well. I'm making a few changes to recurring programs in hopes that I can pull in some new people, and that those changes will work well for people who have expressed interest in attending but couldn't make the times work before. I'm excited about what I have planned and I already have sign ups starting just from patrons seeing the events on our online and paper calendars.

The program-break this month also allowed for some in-depth organization of supplies and storage cabinets. I was able to go through the cabinets in the teen room, tossing some things and finding a more logical way to store everything else. Justin and I have also been going through the storage room in the makerspace.

I had another month of great attendance at Get Lit; if these numbers keep up, I may need to start ordering an extra couple of copies of the books for that group to make sure everyone who attends can get a copy.

I had a number of makerspace inquiries again this month, with quite a few focused-on 3D-printing. There are still a few things to figure out and get before the newly donated 3D printer is working as we'd like. As we head into fall, I'm confident that shifting primary makerspace responsibilities to Justin will be incredibly helpful. I'm still happy to serve as a backup when needed, but as I take on more programming responsibilities for tweens as well as teens, I have less time to devote to the makerspace. Shifting those responsibilities should work out much better for everyone.

Upcoming Goals:

- Purchase and organize the last of the supplies I'll need for my fall programs. I've got quite a bit ordered already, but I have several things I need to pick up from Hy-Vee.
- Finalize the end of my fall program schedule. I'm set through October, but I have a few things to finalize for November, including confirming that someone can assist me with one of my programs.
- Balance my collection development work between the young adult collection and middle grade titles. Now that I'm doing more work with tweens, including adding in book talks during my Snack & Chat program, I want to make sure I'm staying current on titles for that age group as well as on those for teens.



Public Services Report - August 2023

Adult Services Update: (written by Justin Armbruster)

OverDrive Checkouts	12,607
Documents Notarized	61
Book a Librarian Appointments	5 (one scheduled, four walk-ins)
Reference Transaction	15
Proctored Exams	4

August Highlights:

In August, I met with Communications to discuss a marketing plan for the Ankeny Cultural Fair. The meeting was very productive and generated several ideas for growing the program, not just through marketing, but by featuring different offerings such as food trucks. Unfortunately, later in August, it was decided to postpone the event until the spring, as we could not secure enough presenters for the program. Additionally, I attended a webinar series throughout the month focused on properly curating and weeding collections. It was very informative and contained several pieces of information I plan on using with the collections I manage.

Upcoming Goals:

My goals for September include planning and advertising a puzzle competition event for October. We have never hosted this program before, but based on similar events, I think we it has the potential to be successful. Further, I plan to continue to go through the storage in our makerspace to clear out any unwanted, outdated or unusable items.

Obstacles and Frustrations:

In terms of frustrations this month, most of it related to not being able to assist patrons with 3D printing projects, as our 3D printer has not been working. A patron donated a 3D printer towards the end of the month and, as it's more complex to use than our older one, I am still trying to figure it out. Hopefully, once it's up and running, we can accommodate the requests from our patrons.

Acquisitions/Cataloging Report – August 2023

August marks the end of Summer Reading and a return to a normal pace at the library. Collections work will actually pick up a little in the next few months as staff who are normally more heavily involved in programming for summer have more time to purchase materials or help in deselection. Fall typically sees an increase in children's acquisitions as we refresh portions of the collection.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	22	Adult Audio Books	39
Adult Fiction	358	Adult Blu-Rays	26
Adult Graphic Novels	6	Adult DVDs	55
Adult Non-Fiction	116	Adult Music CDs	12
		Adult Playaways	
Picture books	69		
Board books	1	Juvenile Audio Books	0
Easy Non-fiction	0	Juvenile Blu-rays	0
Easy Readers	28	Juvenile DVDs	3
Vox Books	26	Juvenile Music CDs	0
		Juvenile Playaways	13
Juvenile Biography	7		
Juvenile Fiction	93	Young Adult Audio Books	0
Juvenile Graphic Novels	21	Young Adult Playaways	1
Juvenile Nonfiction	19		
		Totals	149
YA Biography	0		
YA Fiction	62		
YA Graphic Novels	10		
YA Nonfiction	3		
Totals	841		

Twelve Month Comparative Totals

	8/22	9/22	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23	6/23	7/23
Print	892	816	908	575	565	678	652	952	754	975	827	747
A/V	160	185	113	69	132	73	148	155	204	133	98	145