



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, July 18, 2024
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. June 20, 2024 |
| 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 | |
| XI. New Business | A. Holidays & Closings Policy B. Officer Elections |
| XIII. Adjourn | A. Next Meeting: August 15, 2024 |

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

Thursday, June 20, 2024

Regular meeting: 6 p.m.

Location: City Council Chambers - Library

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

Staff: Sam Mitchel

| Topic | Discussion |
|---|--|
| Call to Order | Meyer called the meeting to order. |
| Approval of Minutes | Motion made by Medema to approve the May 2024 meeting minutes. Second by Piepho. Motion passed unanimously. |
| Public Comments | |
| Consent Agenda | Sam Mitchel, Director, presented Financials: <ul style="list-style-type: none">• Run rate - 91% |
| Policy/Procedure Review | Fines and Fees Policy: <ul style="list-style-type: none">• City was reviewing revenue, they noticed on our past register that we had a miscellaneous charges noted. City asked that we add these into the Fines and Fees Policy.• Stephenson motioned to accept this edit to the Policy. Lucht seconded. All in favor. |
| Director's Report | Mitchel presented reports: <ul style="list-style-type: none">• Work Anniversaries were celebrated• Staff in-service training was conducted• Monthly AED and fire extinguisher inspections were conducted• City conducted harassment training for all city employees• Already this summer we've surpassed the total amount of participants from last year• Circulation numbers are improving – mostly due to digital resources |
| Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.) | Medema presented on Evaluation Committee: Reviewed job descriptions. Revised with new items that were important to the board. These are being reviewed now. |
| Friends of the Library (Update) | Medema presented: <ul style="list-style-type: none">• Friends are looking at bylaws to identify what could influence what is currently happening on their board.• Looking for more board members.• Provided updates on BINGO and family trivia.• Discussed meeting quarterly instead of monthly. Mitchel discussed what we are requesting from the Friends for this next fiscal year (\$44,975). Items include: <ul style="list-style-type: none">• Events, Prizes, and Marketing items.• Book Discussion Sets• Library Speakers Consortium |

| Topic | Discussion |
|--------------------------|--|
| | <ul style="list-style-type: none"> • Adventure Pass program • Hoopla • Lucht motioned to approve. Medema seconded. Approved by all. |
| Old Business | |
| New Business | Mitchel to prepare a new policy on hours of operation and holidays. Board to review at July meeting. |
| Executive Session | <p>Consider motion to go into Executive Session, pursuant to the provisions of Iowa Code Section 21.5, subparagraph (i), “to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless irreparable injury to that individual’s reputation and that individual requests a closed session.”</p> <p>Motion made by Lucht. Seconded by Schuster. All in favor. Schuster motioned to come out of closed session. Lucht seconded. All. In favor.</p> |
| Adjourn | <p>Next meeting: July 18, 2024</p> <p>Motion to adjourn made by Schuster. Seconded by Stephenson. All in favor.</p> |

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 | June 30, 2024 | Balance | % |
| | | | | | | | Remaining | Expended |
| Personal Services | | | | | | | | |
| Salaries and Wages | 4101 | 544,747.48 | 627,972.10 | 677,830.34 | 723,184.00 | 720,126.47 | 3,057.53 | 99.58% |
| Overtime Wages | 4102 | 283.81 | 46.86 | 321.17 | 1,000.00 | 147.40 | 852.60 | 14.74% |
| Temporary Wages | 4103 | 606,108.72 | 709,232.30 | 752,179.54 | 832,000.00 | 788,424.85 | 43,575.15 | 94.76% |
| Longevity | 4109 | 3,884.46 | 2,557.59 | 2,807.58 | 3,269.00 | 3,269.10 | (0.10) | 100.00% |
| FICA | 4116 | 87,200.71 | 100,504.98 | 108,192.25 | 119,681.00 | 113,975.82 | 5,705.18 | 95.23% |
| IPERS | 4117 | 108,664.10 | 120,765.39 | 144,774.57 | 147,212.00 | 141,638.57 | 5,573.43 | 96.21% |
| Deferred Compensation | 4119 | 5,000.06 | 5,000.06 | 5,000.06 | 5,000.00 | 5,000.06 | (0.06) | 100.00% |
| Employee Insurance | 4120 | 120,467.00 | 104,591.00 | 107,940.82 | 128,542.00 | 126,673.46 | 1,868.54 | 98.55% |
| Workers Compensation | 4122 | 886.00 | 1,243.00 | 1,303.00 | 1,576.00 | 1,576.00 | 0.00 | 100.00% |
| Total Personal Services | | 1,477,242.34 | 1,671,913.28 | 1,800,349.33 | 1,961,464.00 | 1,900,831.73 | 60,632.27 | 96.91% |
| Contractual Services | | | | | | | | |
| Legal and Recording Services | 4212 | 0.00 | 0.00 | 495.00 | 500.00 | 765.00 | (265.00) | 153.00% |
| Financial Services | 4214 | 1,582.18 | 2,693.41 | 2,531.33 | 3,000.00 | 2,336.87 | 663.13 | 77.90% |
| Computer Services | 4215 | 74,297.70 | 78,070.91 | 57,108.29 | 63,400.00 | 45,727.15 | 17,672.85 | 72.12% |
| Waste Management Services | 4224 | 924.65 | 1,004.92 | 715.54 | 1,300.00 | 1,131.46 | 168.54 | 87.04% |
| Land and Tree Services | 4227 | 1,916.16 | 1,975.35 | 2,113.05 | 19,000.00 | 17,634.51 | 1,365.49 | 92.81% |
| Advertising & Publication | 4240 | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | (200.00) | |
| Communications | 4244 | 3,752.33 | 5,819.90 | 10,989.76 | 11,880.00 | 9,131.57 | 2,748.43 | 76.87% |
| Electric Charges | 4247 | 65,030.22 | 58,142.88 | 59,856.64 | 76,000.00 | 65,217.69 | 10,782.31 | 85.81% |
| General Insurance | 4251 | 52,398.00 | 60,584.47 | 69,254.39 | 78,924.00 | 78,923.67 | 0.33 | 100.00% |
| Dues, Memberships, and Licenses | 4261 | 1,504.00 | 35,106.14 | 46,189.17 | 59,000.00 | 57,833.36 | 1,166.64 | 98.02% |
| Training and Education | 4265 | 5,129.00 | 1,295.75 | 1,884.00 | 3,950.00 | 2,659.00 | 1,291.00 | 67.32% |
| Travel | 4266 | 0.00 | 49.50 | 1,365.68 | 2,850.00 | 592.32 | 2,257.68 | 20.78% |
| Meetings and Food | 4269 | 332.34 | 255.60 | 695.22 | 500.00 | 599.22 | (99.22) | 119.84% |
| Building Maintenance Services | 4270 | 102,704.12 | 112,584.88 | 147,228.73 | 139,000.00 | 124,323.62 | 14,676.38 | 89.44% |
| Electronic Services | 4273 | 4,402.84 | 3,734.45 | 4,953.15 | 6,000.00 | 5,932.64 | 67.36 | 98.88% |
| Special Program/Event Services | 4292 | 4,416.00 | 9,246.50 | 8,564.80 | 10,000.00 | 10,053.10 | (53.10) | 100.53% |
| Postage and Shipping | 4296 | 2,353.23 | 783.80 | 2,626.68 | 4,000.00 | 2,893.40 | 1,106.60 | 72.34% |
| Refunds | 4297 | 837.50 | 4,871.42 | 7,231.25 | 6,000.00 | 1,975.00 | 4,025.00 | 32.92% |
| Total Contractual Services | | 321,632.03 | 376,219.88 | 425,417.98 | 485,304.00 | 427,929.58 | 57,374.42 | 88.18% |
| Commodities | | | | | | | | |
| Office Supplies | 4310 | 8,101.81 | 9,339.11 | 9,930.86 | 11,000.00 | 9,618.55 | 1,381.45 | 87.44% |
| Periodicals | 4315 | 9,102.66 | 7,508.09 | 8,627.38 | 9,000.00 | 8,030.49 | 969.51 | 89.23% |
| Medical and First-Aid Supplies | 4333 | 0.00 | 6.86 | 0.00 | 200.00 | 16.78 | 183.22 | 8.39% |
| Special Programs/Events Supplies | 4343 | 12,183.14 | 14,954.59 | 12,084.72 | 12,000.00 | 11,016.64 | 983.36 | 91.81% |
| Circulation Materials | 4344 | 7,507.40 | 19,777.92 | 10,078.76 | 23,000.00 | 12,600.05 | 10,399.95 | 54.78% |
| Library Books/Reference Materials | 4345 | 147,712.53 | 148,751.34 | 148,990.58 | 151,200.00 | 153,333.18 | (2,133.18) | 101.41% |
| Multimedia Materials | 4346 | 75,153.38 | 77,659.07 | 84,263.61 | 73,000.00 | 71,877.04 | 1,122.96 | 98.46% |
| On-Line Subscriptions | 4347 | 9,503.92 | 20,574.04 | 20,809.28 | 48,200.00 | 48,356.39 | (156.39) | 100.32% |
| Minor Equipment | 4354 | 24,613.69 | 16,574.88 | 6,758.37 | 10,000.00 | 6,093.18 | 3,906.82 | 60.93% |
| Building Maintenance Supplies | 4380 | 8,720.88 | 15,998.79 | 19,776.81 | 23,000.00 | 14,193.16 | 8,806.84 | 61.71% |
| Total Commodities | | 302,599.41 | 331,144.69 | 321,320.37 | 360,600.00 | 335,135.46 | 25,464.54 | 92.94% |
| 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 | 2,807,368.00 | 2,663,896.77 | 143,471.23 | 94.89% |
| 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 | June 30, 2024 | Balance | Received |
| | | | | | | | Remaining | |
| Commissions | 3415 | 337.74 | 467.02 | 460.20 | 700.00 | 918.23 | (218.23) | 131.18% |
| 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 | 60,000.00 | 92,326.08 | (32,326.08) | 153.88% |
| 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 | 161,032.00 | 161,032.00 | 0.00 | 100.00% |
| 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 | 9,210.00 | 9,209.71 | 0.29 | 100.00% |
| Operating Grants | 3517 | 14,111.86 | 16,430.18 | 16,856.61 | 16,875.00 | 16,875.07 | (0.07) | 100.00% |
| 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 | 174.68 | (174.68) | |
| Copy Charges | 3691 | 4,712.40 | 8,890.05 | 10,147.84 | 9,000.00 | 11,992.39 | (2,992.39) | 133.25% |
| Miscellaneous Service Charges | 3699 | 1,411.45 | 1,335.51 | 1,129.05 | 1,000.00 | 1,205.18 | (205.18) | 120.52% |
| 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 | 436.35 | (36.35) | 109.09% |
| Private Contributions | 3831 | 0.00 | 0.00 | 0.00 | 200.00 | 564.31 | (364.31) | |
| Refunds | 3841 | 2,369.12 | 0.00 | 561.52 | 0.00 | 50.64 | (50.64) | |
| Rebates | 3842 | 28.11 | 0.00 | 358.31 | 0.00 | 0.00 | (0.00) | |
| Other Reimbursements | 3849 | 0.00 | 502.71 | 81.02 | 4,500.00 | 6,469.37 | (1,969.37) | |
| Library Fines | 3861 | 19,374.03 | 20,924.23 | 19,373.61 | 16,000.00 | 18,257.05 | (2,257.05) | 114.11% |
| Lost Materials | 3868 | 3,400.58 | 4,758.18 | 3,779.14 | 4,000.00 | 4,320.97 | (320.97) | 108.02% |
| Legal Settlement/Damages | 3869 | 2,028.37 | 2,567.08 | 2,287.08 | 2,000.00 | 2,231.93 | (231.93) | 111.60% |
| Overages/Shortages | 3891 | 189.44 | 74.17 | 36.53 | 0.00 | 38.61 | (38.61) | |
| 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 | 284,917.00 | 326,102.57 | (41,185.57) | 114.46% |

**Director's Report
June 2024**

I. Personnel

- Work Anniversaries
 - Brittany Burk, Children's Librarian, 3 years
- Conducted Public Service Manager Applicant Interviews, position offered to Molly Guerra.

II. Facility

- Monthly AED and fire extinguisher inspections
- Numerous room rental inquiries, approvals, etc. as I have taken on interim role.

III. Misc.

- Friends of the Library approved funds request for FY25.
- Drug & alcohol abuse recognition/procedures training
- 6/11: Polaris cloud hosted kick-off.
- 6/29: Attended Friends Bingo fundraising event in liaison role.
- Notary appointments: 2

IV. Marketing/Communication

During the month of June, 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">• June programs, especially Summer Programs, and book discussions via social media, eNewsletter, lobby digital display, and calendars. | <ul style="list-style-type: none">• Summer Library Program & Summerfest impact via Ankeny Living | <ul style="list-style-type: none">• 6/3, 17, 25: City departments meeting• 6/27: Friends of the Library meeting |

Sam Mitchel



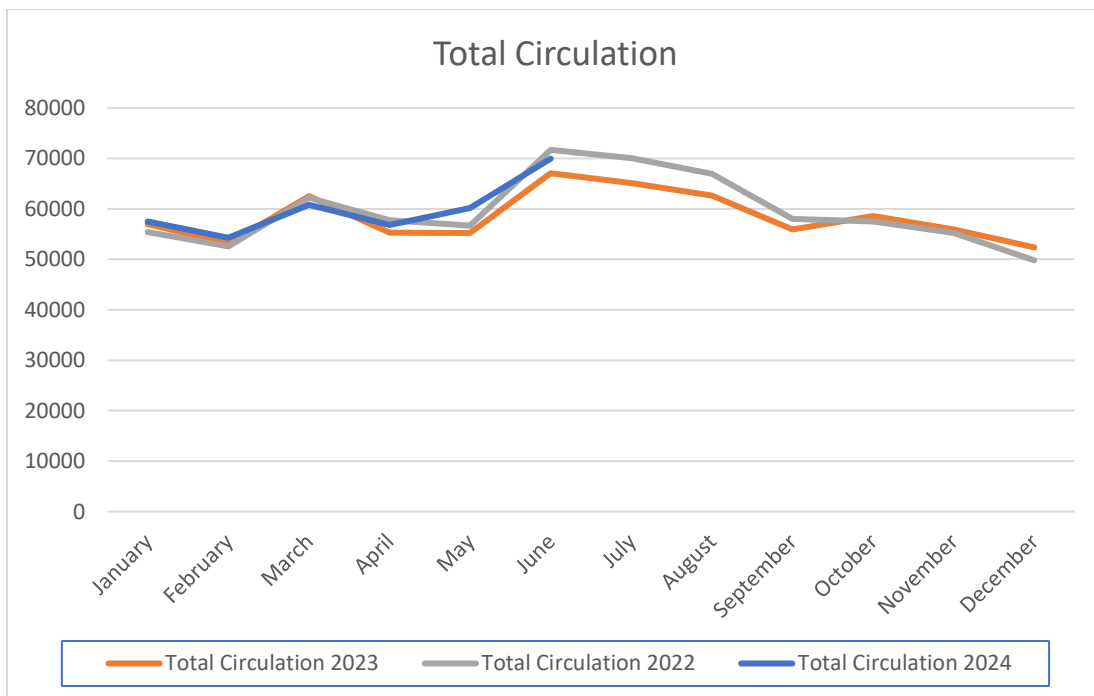
JUNE 2024 CIRCULATION REPORT

By: Beth Schaefer

Date: 6/1/24

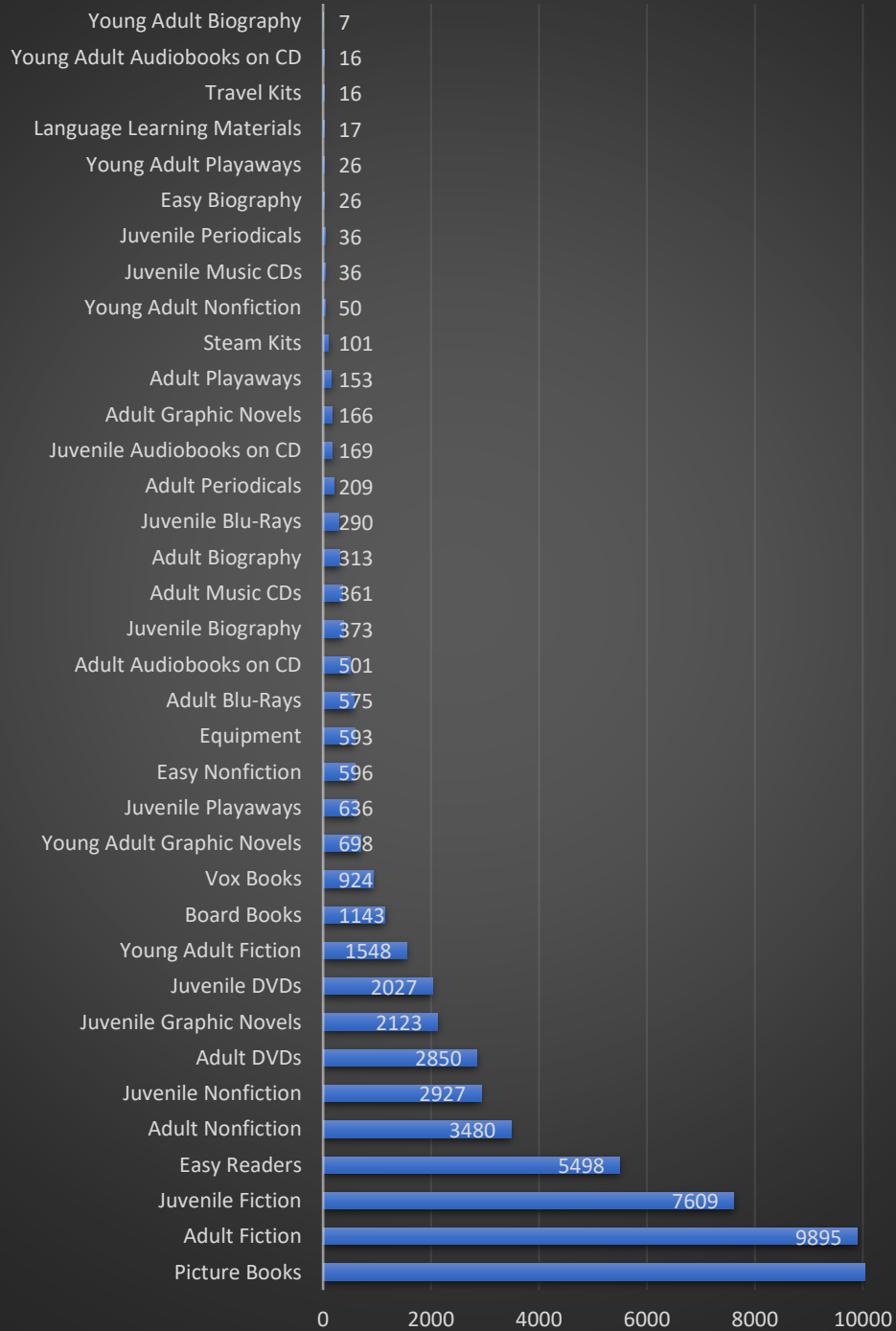
- I sat in on 4 interviews for the Public Services Manager position on June 6 & 7 with Sam and Dawn Gean from HR. Molly Guerra was the chosen candidate and will begin July 29th – we are so excited to have her join us!
- The AMH stopped working on June 8; RFID was able to get it back up and running within a few days. They returned to the library 2 weeks later to do additional maintenance and make sure we were completely functional. So far, so good!
- Our busiest day was June 3 with 2,317 visitors.
- We had 41 volunteers help us for 199 hours in June.

| | June 2024 | June 2023 | Difference | July 2023 - June 2024 | July 2022 - June 2023 | Difference |
|--|---------------|--------------|------------|-----------------------|-----------------------|------------|
| Physical Checkouts & Renewals (including Automatic) | | | | | | |
| <i>Books</i> | 47691 | 46816 | 2% | 457349 | 464823 | -2% |
| <i>Videos</i> | 5742 | 5287 | 9% | 60651 | 83804 | -28% |
| <i>Audio</i> | 1898 | 1711 | 11% | 17583 | 16959 | 4% |
| <i>Magazines & Other</i> | 939 | 936 | 0% | 11376 | 10846 | 5% |
| Total Print Transactions | 56270 | 54750 | 3% | 546959 | 576432 | -5% |
| Downloadable Transactions | | | | | | |
| <i>Ebooks</i> | 5,455 | 5564 | -2% | 66,826 | 59,868 | 12% |
| <i>Audiobooks</i> | 6,983 | 6158 | 13% | 79,375 | 64,563 | 23% |
| <i>Magazines</i> | 1174 | 495 | 137% | 16,093 | 6,183 | 160% |
| <i>Adventure Pass</i> | 71 | 88 | -19% | 689 | 674 | 2% |
| Total Downloadable Transactions | 13,683 | 12305 | 11% | 162,983 | 131,288 | 24% |
| Total Circulation (Physical + Downloadable) | 69,953 | 67055 | 4% | 709,942 | 707,720 | 0% |
| Highlights | | | | | | |
| <i>Steam kits</i> | 101 | 118 | -14% | 1015 | 979 | 4% |
| <i>WiFi Hotspots</i> | 45 | 69 | -35% | 817 | 860 | -5% |
| Residency Checkouts (Print Transactions) | | | | | | |
| <i>City of Ankeny</i> | 49016 | 47683 | 3% | 471616 | 504607 | -7% |
| <i>Rural/Unincorporated Polk County</i> | 3764 | 3917 | -4% | 39588 | 36039 | 10% |
| <i>Open Access</i> | 3287 | 3150 | 4% | 34092 | 35786 | -5% |
| Total Residency Checkouts | 56067 | 54750 | 2% | 545296 | 576432 | -5% |
| Cardholders | | | | | | |
| <i>Basic Access</i> | 528 | 530 | 0% | 4034 | 3909 | 3% |
| <i>Temporary</i> | 19 | 15 | 27% | 135 | 141 | -4% |
| <i>Organization</i> | | | #DIV/0! | 3 | 0 | #DIV/0! |
| <i>Online</i> | 66 | 53 | 25% | 623 | 623 | 0% |
| Total New Cardholders | 613 | 598 | 3% | 4795 | 4673 | 3% |
| Total Active Cardholders | 28268 | | | | | |
| Visitors | | | | | | |
| | 43348 | 37439 | 16% | 373604 | 348553 | 7% |



Circulation by Collection

June 2024 Print Checkouts and Renewals



| FY24 | June 2024 | | Year to Date by Age Level | | June 2023 | |
|-----------------------------------|-----------|-----------|---------------------------|-----------|-----------|-----------|
| | Programs | Attendees | Programs | Attendees | Programs | Attendees |
| Early Learners (0-5) | 11 | 1521 | 306 | 11778 | 17 | 1554 |
| School Age (6-11) | 6 | 1201 | 32 | 1730 | 11 | 419 |
| Tween/Teen (12-18) | 24 | 265 | 122 | 971 | 14 | 101 |
| Adult (18+) | 57 | 428 | 383 | 3008 | 28 | 516 |
| General Interest | 0 | 0 | 87 | 6819 | 13 | 698 |
| Monthly Total | 98 | 3415 | | | 83 | 3288 |
| Year to Date of All Program Types | 919 | 22785 | | | 936 | 30434 |
| | | | | | | |
| Additional services | June 2024 | | FY24 Year to Date | | June 2023 | |
| Technology Appointments | 6 | | 81 | | 3 | |
| Exam Proctoring | 10 | | 75 | | 5 | |
| Notary Appointments | 55 | | 565 | | 58 | |
| Patron Computer Usage | 1800 | | 17204 | | 1641 | |
| Reference Interactions | 1062 | | 11265 | | 1065 | |
| Youth Scavenger Hunt | 1180 | | 16610 | | -- | |
| Storytime To-Go Kits | 1000 | | 17000 | | -- | |
| Unique Wireless Usage | 3067 | | 73946 | | 7020 | |
| | | | | | | |
| | | | | | | |
| Room Usage | June 2024 | | FY24 Year to Date | | June 2023 | |
| Children/Teen Program Rooms | 26 | | 381 | | 24 | |
| City Council Chambers | 31 | | 230 | | 16 | |
| Conference Rooms and Lounge B | 547 | | 7200 | | 527 | |
| Meeting Rooms (A, B, C, ABC, BC) | 76 | | 803 | | 73 | |
| Makerspace | 37 | | 426 | | 41 | |
| Off-Site /Virtual / Misc. | 9 | | 62 | | 14 | |
| Total Usage | 726 | | 9102 | | 695 | |
| | | | | | | |
| Digital Resources (Included) | June 2024 | | FY24 Year to Date | | June 2023 | |
| Ancestry Library Edition | 440 | | 6010 | | 1240 | |
| Brainfuse: HelpNow | 19 | | 450 | | 17 | |
| Brainfuse: JobNow / VetNow | 37 | | 450 | | 0 | |
| Consumer Reports | 562 | | 8020 | | 826 | |
| Heritage Quest | 150 | | 1275 | | 294 | |
| Hoopla | 1089 | | 9058 | | 344 | |
| Library Speakers Consortium | 691 | | 6441 | | 229 | |
| Lote4Kids | 2 | | 586 | | 30 | |
| New York Times Online | 525 | | 5214 | | 509 | |
| Novelist K-8 | -- | | 20 | | -- | |
| Novelist Plus | 65 | | 2723 | | 53 | |
| Novelist Select | 712 | | 6123 | | 522 | |
| Reference Solutions | 6 | | 253 | | 6 | |
| ValueLine | 1877 | | 18762 | | 1463 | |
| Digital Resources (Not Included) | | | | | | |
| Niche Academy | 0 | | 303 | | 20 | |
| Total Usage (Included Only) | 6175 | | 65385 | | 5533 | |

Adult Programs June 2024

| | |
|-------------------------------|----------------------------|
| OverDrive Checkouts | 13,612 |
| Documents Notarized | 27 |
| Book a Librarian Appointments | 6 (2 scheduled, 4 walk-in) |
| Reference Transaction | 31 |
| Proctored Exams | 10 |

In June, we hosted several adult programs with a mixture of in-person and virtual events, including another successful Puzzle-palooza. We also kicked off our Summer Library Program and we recorded a record number of registrants. I also coordinated a free book giveaway with the youth and teen departments, which was a big hit with the community. We also hosted the first adult murder mystery program and the participants absolutely loved it. I also proctored several more exams than usual for students taking summer courses.

My goals for July include continuing to host programs for the SLP, including a live music performance at the library. Additionally, I need to purchase multiple copy sets for the upcoming book discussions.

In terms of frustrations this month, it was mostly just a very busy schedule with SLP, proctoring, makerspace training, notary appointments, etc. It wasn't necessarily frustrating, just incredibly busy and being pulled in several directions. Things will slow down in July and August, though.

Teen Programs June 2024

Summer kicked off with a bang this June, and it's been great to host so many fun programs and to have such great attendance numbers!

I've seen between 15 and 25 people at each session of Snacks & Games this month. While the concept is fairly simple, it's definitely popular with our tweens and teens. It's fun to see people who just met bonding and laughing together over board games and Mario Kart!

A total of 86 people participated in a Star Wars-themed escape room. Every group made it out, with a couple of groups ending with mere minutes on the clock. Escape rooms continue to be a popular event, and I have such a blast putting them together. I'd love to explore ways to offer them more often, though they work best during school breaks as it allows me to offer several sessions in a single day, thus allowing more participation.

I was contacted this spring by an organization called EveryStep about presenting a multi-week program on resilience and stress management for teens. That seemed like an excellent partnership opportunity, and I worked with the presenter from EveryStep to schedule their sessions in our teen room, and to help advertise. While the program is capped at a smaller number, the sessions have been going great, and the participants are learning tons of great coping skills and ways to handle the stresses of life. I have had other people ask about the program and have already talked with the presenter about offering another session in the fall.

I saw phenomenal turnout from two presenter-led events this month. On June 19, Will Stuck gave a class on cartooning to 32 tweens and teens. Then, on June 27, 37 attendees tried to solve the murder of a Broadway star during our Teen Murder Mystery program. Both presenters were excellent, engaging, and tons of fun, and I would absolutely invite them back.

I also hosted two sessions of Build Your Own S'mores this month. While attendees had tons of fun and created some amazing s'mores creations, I did also encounter a bit of frustration as I had several registrants who were no-shows, even with reminder notifications. As both sessions had a waitlist, I hated to have unfilled spots that could have gone to those on the waitlist, and it was also frustrating to purchase supplies for a full group, only to have some supplies unused. I unfortunately can't move to no registrations for programs like this, as I have to work with space and budget limits. While I know that no-shows do happen, they were just a bit more frustrating than usual for this event.

Beyond programs, this month included our Summer Library Program halfway book giveaway. Many of us helped to get that set up in Council Chambers, and we also took turns staffing the room to keep count, answer questions, and refill tables¹¹ as needed. I

saw many patrons who were so thankful for the free book and were excited about the books available. Speaking of excited, I have also talked to many excited winners of our weekly prize drawings this month. Everyone is really liking the weekly prize format over the grand prize drawings from previous years, and I think this format is one to stick with going forward.

My goals for the coming month are:

1. Continue the success of summer programs so far. Coming up in July I have more Snacks & Games as well as a Chocolate Challenge event that I hope to see many people at. I'm excited about all the fun still to come for this summer.
2. In between events, I will continue to look ahead, saving any ideas I come across that could be fun for fall, as well as working on displays, book orders, and other projects.

Makerspace Appointments: 0

Reference Questions: 3







Youth Services Programs June 2024

Summary

June was a month for record-breaking summer sign-up numbers, high youth event numbers, and extreme library foot traffic. By end of June we had roughly **4,904** children, teens, and adults sign up for the Summer Library Program.

2023 Complete Summer Total (June & July): **3,561**

Previous All-Time Record (which was pre-Covid and old building): **4,224**

We believe there are several factors as to why we have set records this summer. A few of the biggest reasons why in our opinion:

1. We switched to weekly gift card drawings: there is more buy-in to come in every single week to win a prize, and we have promoted that we are giving away 40 Target gift cards each week. We switched from grand prize drawings last year.

2. Communication: Liv (Communications Intern) has been wonderful about helping us spread the word about events through social media and taking wonderful photos and videos. Jessica has been blasting the names of winners each week on social media, which creates the fear of missing out and encourages those to try to participate.
3. We got rid of Beanstack. We've had several patrons tell us how much easier it is to track reading and activities with the paper logs this year. We've always had a paper option in previous years, but a combination of poor marketing and/or disinterest led some patrons to believe they had to track online.

We could post hundreds of photos from events we had in June, but we will just include a few of our favorites below!



Goals

Our biggest goal is to continue providing educational and fun events for families and kids. We are still very much summer-deep with events, but we will start planning for the fall very soon and use August to fine-tune everything.

- Research, plan, and implement fall early-learner events (Story Time, Sing & Shake, Babies & Books)
- Research, plan, and implement fall school-age events (Maker Crews, Taste-Tests, Legos, etc.)
- Brainstorm and research fall family programming
- Create another interactive display in the children's area and keep up with monthly scavenger hunts, coloring table, puzzle table, etc.
- Create and put out the fall story strolls and much, much, more...

Acquisitions/Cataloging Report – June 2024

June marks the official end of the current fiscal year. Collections activity slows a bit as a result. It also marks the start of the Summer Library Program. Librarians who assist in collection development focus more of their time and effort on this part of the library work, so there is often a bit of a slow down as well in the acquisition of materials they help with.

Once the program ends and the new FY gets underway, purchasing will bump back up.

| Print Collections | # Added | A/V Collections | # Added |
|--------------------------|----------------|-------------------------|----------------|
| Adult Biography | 20 | Adult Audio Books | 3 |
| Adult Fiction | 470 | Adult Blu-Rays | 23 |
| Adult Graphic Novels | 4 | Adult DVDs | 35 |
| Adult Non-Fiction | 118 | Adult Music CDs | 1 |
| | | Adult Playaways | 1 |
| Picture books | 38 | | |
| Board books | 0 | Juvenile Audio Books | 1 |
| Easy Non-fiction | 0 | Juvenile Blu-rays | 2 |
| Easy Readers | 8 | Juvenile DVDs | 7 |
| Vox Books | 0 | Juvenile Music CDs | 4 |
| | | Juvenile Playaways | 1 |
| Juvenile Biography | 2 | | |
| Juvenile Fiction | 49 | Young Adult Audio Books | 0 |
| Juvenile Graphic Novels | 17 | Young Adult Playaways | 0 |
| Juvenile Nonfiction | | | |
| | | Totals | 78 |
| YA Biography | 0 | | |
| YA Fiction | 30 | | |
| YA Graphic Novels | 10 | | |
| YA Nonfiction | 1 | | |
| Totals | 767 | | |

Twelve Month Comparative Totals

| | 6/23 | 7/23 | 8/23 | 9/23 | 10/23 | 11/23 | 12/23 | 1/24 | 2/24 | 3/24 | 4/24 | 5/24 |
|--------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|-------------|-------------|-------------|-------------|-------------|
| Print | 827 | 747 | 841 | 820 | 1045 | 728 | 557 | 813 | 688 | 897 | 685 | 755 |
| A/V | 98 | 145 | 149 | 115 | 89 | 165 | 109 | 96 | 101 | 99 | 92 | 106 |

Closings

Labor Day: Monday, Sept. 2, 2024

Day before Thanksgiving: Close at 5 PM, Wednesday, Nov. 27, 2024

Thanksgiving: Thursday, Friday, Nov. 28 & 29, 2024

Christmas: Tuesday, Wednesday, Dec. 24 & 25, 2024

New Year's Eve: Close at 5 PM, Tuesday, Dec. 31, 2024

New Year's Day: Wednesday, Jan. 1, 2025

Martin Luther King Jr. Day: Monday, Jan. 20, 2025

Easter Sunday: Sunday, April 20, 2025

Staff training: Friday, May 9, 2025

Memorial Day: Monday, May 26, 2025

Independence Day: Friday, July 4, 2025

Labor Day: Monday, September 1, 2025

Day before Thanksgiving: Close at 5 PM, Wednesday, Nov. 26, 2025

Thanksgiving: Thursday, Friday, Nov. 27 & 28, 2025

Christmas: Wednesday, Thursday, Dec. 24 & 25, 2025

New Year's Eve: Close at 5 PM, Tuesday, Dec. 31, 2025