



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 1. Adult Services – Justin Armbruster 2. Teen Services – Amanda Bellis 3. Children Services – Kelly Munter, Brittany Burk C. Acquisitions – Evan Anderson
VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
IX. Friends of the Library (Update)	
X. Old Business	
XI. New Business	A. 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 2024		
	FY 2021	FY 2022	FY 2023	FY24	As of	Balance	%	
	Actual	Actual	Actual	Budget	June 30, 2024	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 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	As of June 30, 2024	FY 2024 Balance Remaining	% Received
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



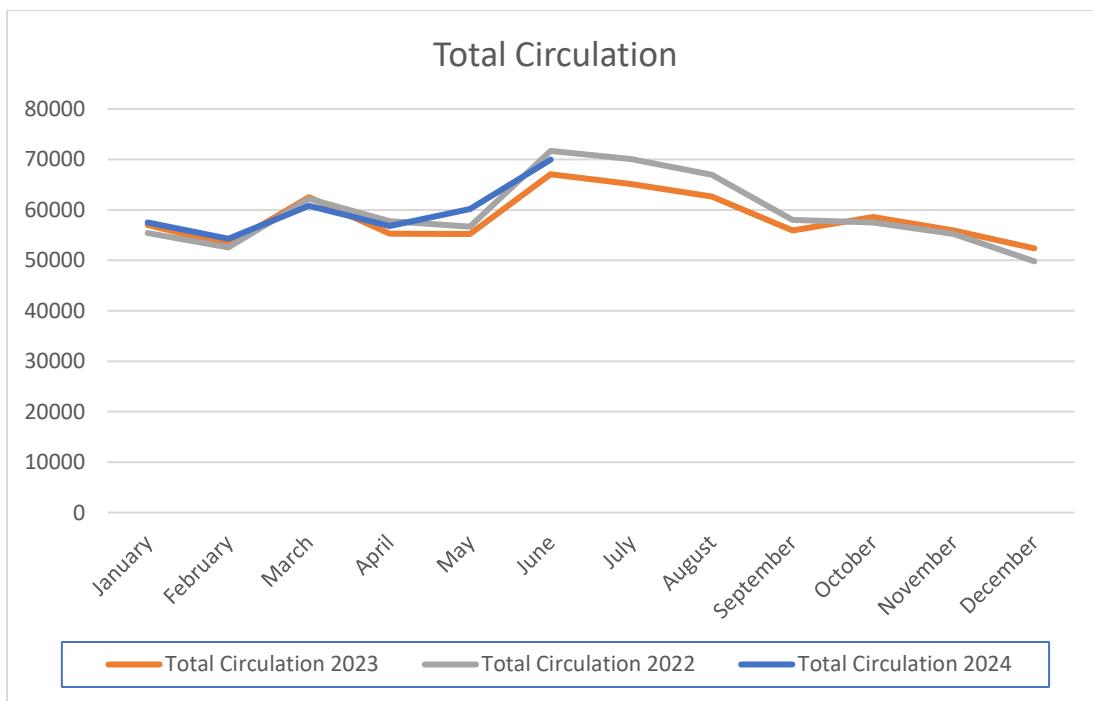
JUNE 2024 CIRCULATION REPORT

By: Beth Schaefer

Date: 6/1/24

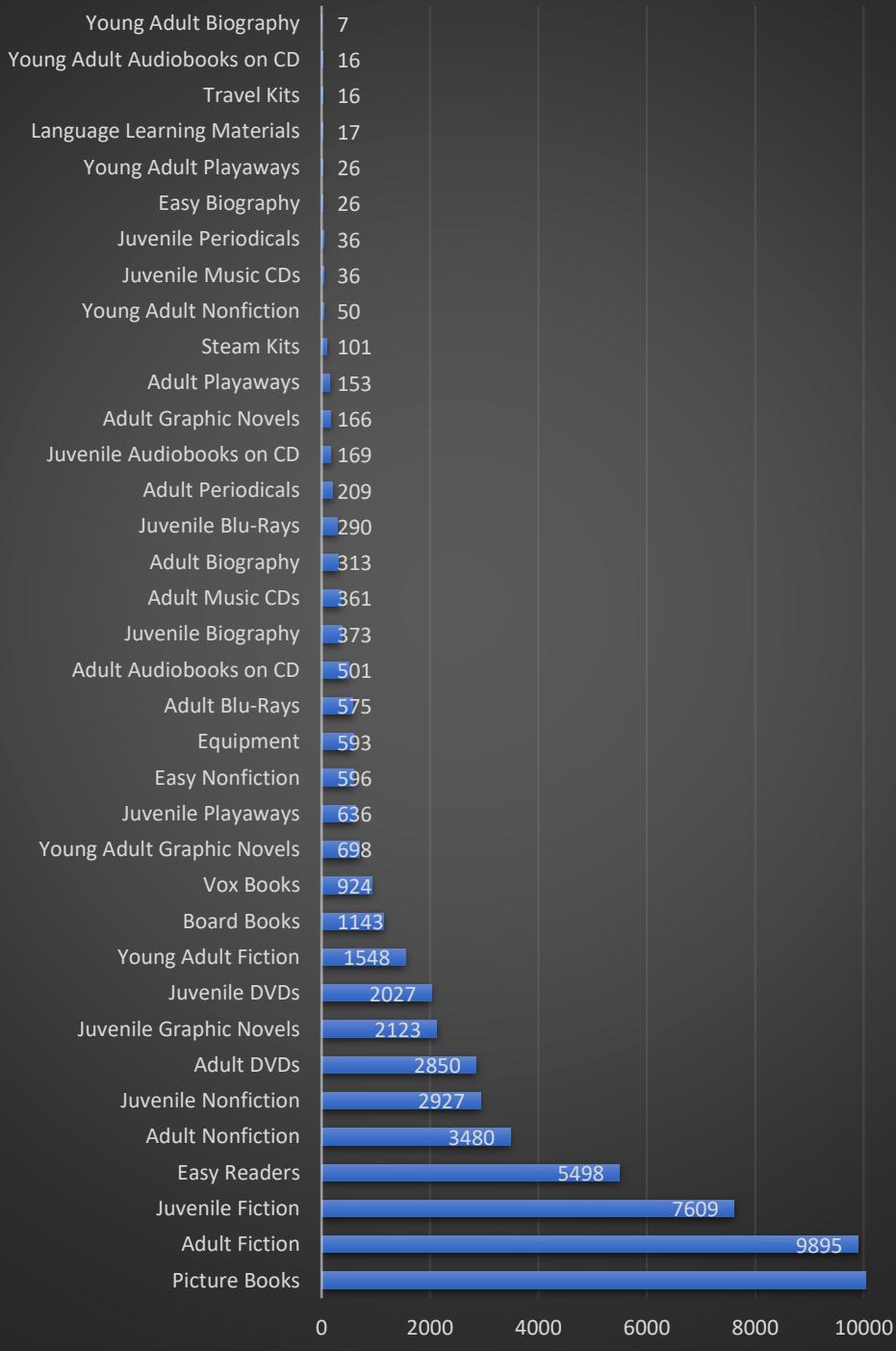
- I sat in on 4 interviews for the Public Services Manager position on June 6 & 7 with Sam and Dawn Gean from HR. Molly Guerra was the chosen candidate and will begin July 29th – we are so excited to have her join us!
- The AMH stopped working on June 8; RFID was able to get it back up and running within 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)						
Books	47691	46816	2%	457349	464823	-2%
Videos	5742	5287	9%	60651	83804	-28%
Audio	1898	1711	11%	17583	16959	4%
Magazines & Other	939	936	0%	11376	10846	5%
Total Print Transactions	56270	54750	3%	546959	576432	-5%
Downloadable Transactions						
Ebooks	5,455	5564	-2%	66,826	59,868	12%
Audiobooks	6,983	6158	13%	79,375	64,563	23%
Magazines	1174	495	137%	16,093	6,183	160%
Adventure Pass	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						
Steam kits	101	118	-14%	1015	979	4%
WiFi Hotspots	45	69	-35%	817	860	-5%
Residency Checkouts (Print Transactions)						
City of Ankeny	49016	47683	3%	471616	504607	-7%
Rural/Unincorporated Polk County	3764	3917	-4%	39588	36039	10%
Open Access	3287	3150	4%	34092	35786	-5%
Total Residency Checkouts	56067	54750	2%	545296	576432	-5%
Cardholders						
Basic Access	528	530	0%	4034	3909	3%
Temporary	19	15	27%	135	141	-4%
Organization			#DIV/0!	3	0	#DIV/0!
Online	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 Puzzlepalooza. 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