



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, July 20, 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. June 15, 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	
XI. New Business	A. Elections President, Vice-President, Secretary B. Trustee Orientation/Continuing Education C. Study Rooms and Conference Rooms Policy
XIII. Adjourn	A. Next Meeting: August 17, 2023

KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Thursday, June 15, 2023
Regular meeting: 6 p.m.
Location: Library, Teleconference

Present: Tamara Fujinaka, John Meyer, Heather Lilenthal, Michael Wiser, Miranda Piepho and Heather Stephenson
Staff: Sam Mitchel

Topic	Discussion
Call to Order	Wiser called the meeting to order.
Approval of Minutes	Motion made by Fujinaka to approve the May minutes. Second by Stephenson. Motion passed unanimously.
Public Comments	
Consent Agenda	Mitchel discussed financials. <ul style="list-style-type: none"> • Sound panels were installed. We may end up adding more in the future.
Policy/Procedure Review	
Director's Report	Mitchel presented Director's report. <ul style="list-style-type: none"> • Focused this last month on staff training. Specifically, they focused on body language, unaccompanied children, and preventing conflict. • Staff discussed summer library program readiness and emergency procedures. • Great turnout at petting zoo. • Sam discussed maintaining marketing and getting the word out to the public about library services and programs.
Department Reports	
Old Business	
New Business	Wiser discussed New Business. <ul style="list-style-type: none"> • Reports to City Council – <ul style="list-style-type: none"> ○ After discussion with State Library representative, Wiser discussed possibility of board member becoming a liaison. This would help us approach governance more directly. Whoever is next president needs to keep this discussion going. ○ Wiser encouraged board members to attend city council meetings at least once quarterly. ○ Stephenson asked who prepares what is said at these council meetings. Wiser said he prepared notes, ran them by Mitchel, and presented. Mitchel said the only edits he'd make are to provide talking points. • Invoice Payment Process <ul style="list-style-type: none"> ○ Mitchel discussed this process. We need to start looking at a way to retain invoices for board to evaluate before being sent on to be paid. Contacted DSM, and they confirmed they have resolutions in place – allowing director to approve. There are other invoices where the board president would also need to approve. ○ Jennifer Sease reviewed the resolution and Sam made a few tweaks. She recommends we implement a resolution similar to what DSM has in place. ○ Meyer asked how many invoices we have that are over \$10,000. Mitchel replied that there are very few. He may need to write a PO for these items. ○ Meyer mentioned that the Emergency Expenditures seemed like a lot – but

Topic	Discussion
	<p>it could go quickly in an emergency. Do we need to add language how this budget is approved? We may need an option to approve this virtually.</p> <ul style="list-style-type: none"> ○ Wiser asked if this conforms to state statutes? Mitchel confirmed this. ○ Stephenson motioned to approve. Seconded by Meyer. Approved by all.
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 and irreparable injury to that individual’s reputation and that individual requests a closed session.”</p>
	<p><u>Meyer motioned to approve. Lilienthal seconded. Approved by all.</u></p>

Respectfully submitted, Miranda Piepho, Secretary

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2023 Expenditure Report

		FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY23 Budget	As of June 30, 2023	FY 2023 Balance Remaining	% Expended
Personal Services								
Salaries and Wages	4101	504,615.35	544,747.48	627,972.10	677,832.00	677,830.34	1.66	100.00%
Overtime Wages	4102	319.66	283.81	46.86	1,000.00	321.17	678.83	32.12%
Temporary Wages	4103	456,251.90	606,108.72	709,232.30	780,000.00	752,179.54	27,820.46	96.43%
Longevity	4109	3,653.70	3,884.46	2,557.59	2,808.00	2,807.58	0.42	99.99%
FICA	4116	72,187.96	87,200.71	100,504.98	112,198.00	108,192.25	4,005.75	96.43%
IPERS	4117	91,070.90	108,664.10	120,765.39	137,979.00	144,774.57	(6,795.57)	104.93%
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	114,573.73	120,467.00	104,591.00	108,519.00	107,940.82	578.18	99.47%
Workers Compensation	4122	1,169.00	886.00	1,243.00	1,303.00	1,303.00	0.00	100.00%
Total Personal Services		1,248,842.26	1,477,242.34	1,671,913.28	1,826,639.00	1,800,349.33	26,289.67	98.56%
Contractual Services								
Consulting and Management	4211	2,953.00	0.00	0.00	0.00	0.00	0.00	
Legal and Recording Services	4212	0.00	0.00	0.00	1,000.00	495.00	505.00	49.50%
Financial Services	4214	1,896.46	1,582.18	2,693.41	3,000.00	2,531.33	468.67	84.38%
Computer Services	4215	45,170.30	74,297.70	78,070.91	60,100.00	57,108.29	2,991.71	95.02%
Waste Management Services	4224	1,399.65	924.65	1,004.92	1,000.00	715.54	284.46	71.55%
Land and Tree Services	4227	1,658.43	1,916.16	1,975.35	21,000.00	2,113.05	18,886.95	10.06%
Communications	4244	6,195.48	3,752.33	5,819.90	10,680.00	10,989.76	(309.76)	102.90%
Electric Charges	4247	39,475.57	65,030.22	58,142.88	75,000.00	59,856.64	15,143.36	79.81%
Natural Gas Charges	4248	3,503.51	51.76	0.00	0.00	0.00	0.00	
General Insurance	4251	15,954.00	52,398.00	60,584.47	69,254.00	69,254.39	(0.39)	100.00%
Dues, Memberships, and Licenses	4261	1,009.00	1,504.00	35,106.14	47,500.00	46,189.17	1,310.83	97.24%
Training and Education	4265	69.00	5,129.00	1,295.75	3,300.00	1,884.00	1,416.00	57.09%
Travel	4266	122.19	0.00	49.50	1,250.00	1,365.68	(115.68)	109.25%
Meetings and Food	4269	125.44	332.34	255.60	500.00	695.22	(195.22)	139.04%
Building Maintenance Services	4270	55,707.26	102,704.12	112,584.88	125,000.00	147,228.73	(22,228.73)	117.78%
Electronic Services	4273	4,677.44	4,402.84	3,734.45	6,000.00	4,953.15	1,046.85	82.55%
Other Repair Services	4289	0.00	0.00	0.00	1,700.00	1,615.30	84.70	
Special Program/Event Services	4292	5,245.75	4,416.00	9,246.50	10,000.00	8,564.80	1,435.20	85.65%
Postage and Shipping	4296	1,905.00	2,353.23	783.80	5,000.00	2,626.68	2,373.32	52.53%
Refunds	4297	2,438.75	837.50	4,871.42	9,000.00	7,231.25	1,768.75	80.35%
Total Contractual Services		189,506.23	321,632.03	376,219.88	450,284.00	425,417.98	24,866.02	94.48%
Commodities								
Office Supplies	4310	8,705.46	8,101.81	9,339.11	11,000.00	9,930.86	1,069.14	90.28%
Periodicals	4315	9,868.86	9,102.66	7,508.09	9,000.00	8,627.38	372.62	95.86%
Office Equipment and Furniture	4319	119.96	0.00	0.00	0.00	0.00	0.00	
Medical and First-Aid Supplies	4333	33.10	0.00	6.86	200.00	0.00	200.00	0.00%
Special Programs/Events Supplies	4343	5,697.07	12,183.14	14,954.59	12,000.00	12,084.72	(84.72)	100.71%
Circulation Materials	4344	3,979.82	7,507.40	19,777.92	23,000.00	10,078.76	12,921.24	43.82%
Library Books/Reference Materials	4345	142,213.93	147,712.53	148,751.34	149,000.00	148,990.58	9.42	99.99%
Multimedia Materials	4346	76,779.84	75,153.38	77,659.07	86,000.00	84,263.61	1,736.39	97.98%
On-Line Subscriptions	4347	13,523.20	9,503.92	20,574.04	21,000.00	20,809.28	190.72	99.09%
Minor Equipment	4354	2,404.51	24,613.69	16,574.88	10,000.00	6,758.37	3,241.63	67.58%
Building Maintenance Supplies	4380	9,495.72	8,720.88	15,998.79	22,000.00	19,776.81	2,223.19	89.89%
Total Commodities		272,821.47	302,599.41	331,144.69	343,200.00	321,320.37	21,879.63	93.62%
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		1,711,169.96	2,101,473.78	2,379,277.85	2,620,123.00	2,547,087.68	73,035.32	97.21%
FTEs		22.85						

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2023 Revenue Report

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	As of June 30, 2023	FY 2023 Balance Remaining	% Received
Commissions	3415	0.00	337.74	467.02	300.00	460.20	(160.20)
Lease/Rent Payments	3420	0.00	0.00	0.00	0.00	0.00	0.00
Facility Rental	3422	3,468.75	3,015.95	29,994.15	48,000.00	81,900.53	(33,900.53)
Equipment Rental	3423	0.00	0.00	0.00	0.00	0.00	0.00
County Library Contribution	3503	130,444.00	135,316.00	150,776.00	185,284.00	185,284.00	0.00
Other Local Contributions	3509	0.00	0.00	5,000.00	0.00	0.00	0.00
State Library Open Access	3516	11,140.99	9,610.66	14,629.69	12,130.00	12,130.41	(0.41)
Operating Grants	3517	13,423.45	14,111.86	16,430.18	16,857.00	16,856.61	0.39
Operating Grants	3537	0.00	0.00	5,000.00	0.00	0.00	0.00
Special Program Fees	3615	0.00	0.00	0.00	0.00	0.00	0.00
Copy Charges	3691	5,226.45	4,712.40	8,890.05	8,000.00	10,147.84	(2,147.84)
Miscellaneous Service Charges	3699	1,656.70	1,411.45	1,335.51	2,000.00	1,129.05	870.95
Salvage Sales	3822	0.00	0.00	0.00	0.00	0.00	0.00
Other Sales	3829	402.15	406.56	308.00	400.00	477.68	(77.68)
Private Contributions	3831	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	3841	79.00	2,369.12	0.00	0.00	561.52	(561.52)
Rebates	3842	0.00	28.11	0.00	0.00	358.31	(358.31)
Other Reimbursements	3849	0.00	0.00	502.71	0.00	81.02	(81.02)
Library Fines	3861	29,139.33	19,374.03	20,924.23	20,000.00	19,373.61	626.39
Lost Materials	3868	1,919.51	3,400.58	4,758.18	4,000.00	3,779.14	220.86
Legal Settlement/Damages	3869	1,461.17	2,028.37	2,567.08	2,000.00	2,287.08	(287.08)
Overages/Shortages	3891	149.79	189.44	74.17	0.00	36.53	(36.53)
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		198,511.29	196,312.27	261,656.97	298,971.00	334,863.53	(35,892.53)
							112.01%

Director's Report
Jue 2023

I. Personnel

- Library Trustee appointments made at June 19th City Council meeting
 - Nancy Medema
 - Fred Schuster
 - Amber Sommerfeld

II. 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">• New acquisitions & staff picks via eNewsletter	<ul style="list-style-type: none">• June programs via social media, eNewsletter, lobby digital display, calendars.	<ul style="list-style-type: none">• Summer Library Programs via June Ankeny Living and e-Newsletter	<ul style="list-style-type: none">• Holly participated in the Friends meeting.• 6/27: City Departments meeting

Samuel Mitchel



JUNE 2023 CIRCULATION REPORT

By: Beth Schaefer

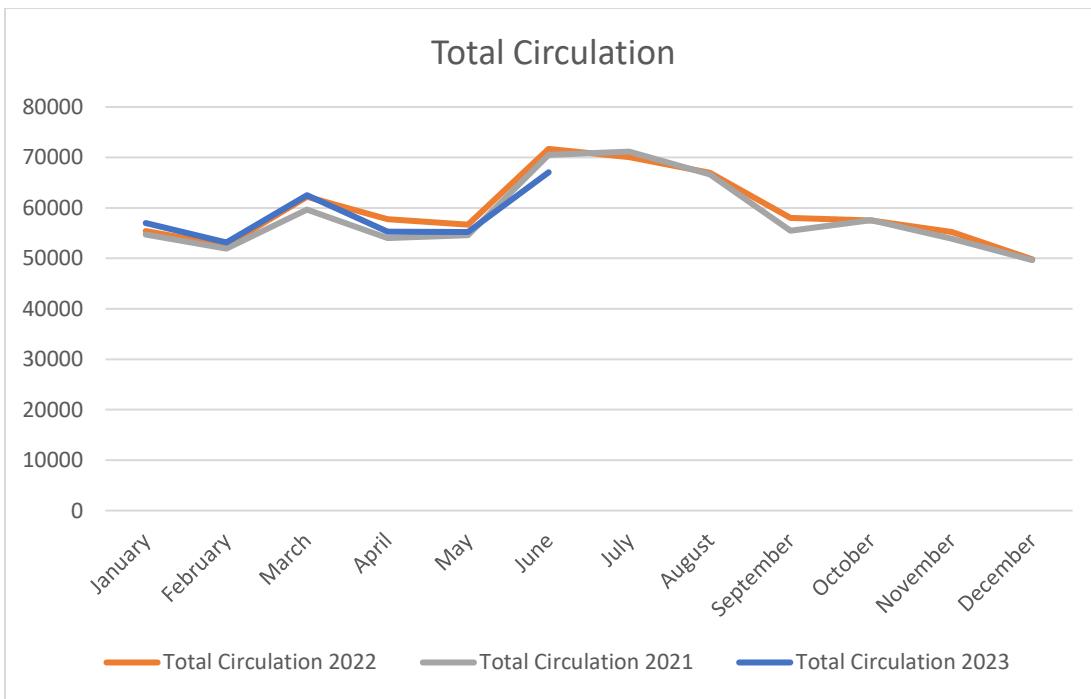
Date: 7/1/23

- Blink and you'll miss it! June was so full of programs, people, and fun that it went by in a flash. Holly and I were busy with our job posting for a few new staff members; we received 183 applications.
- June 6 – Evening Rotary of Ankeny had about 15 volunteers help out by cleaning the meeting rooms and shelves at the library! They were a fun bunch and we were glad to have them help out for the evening.



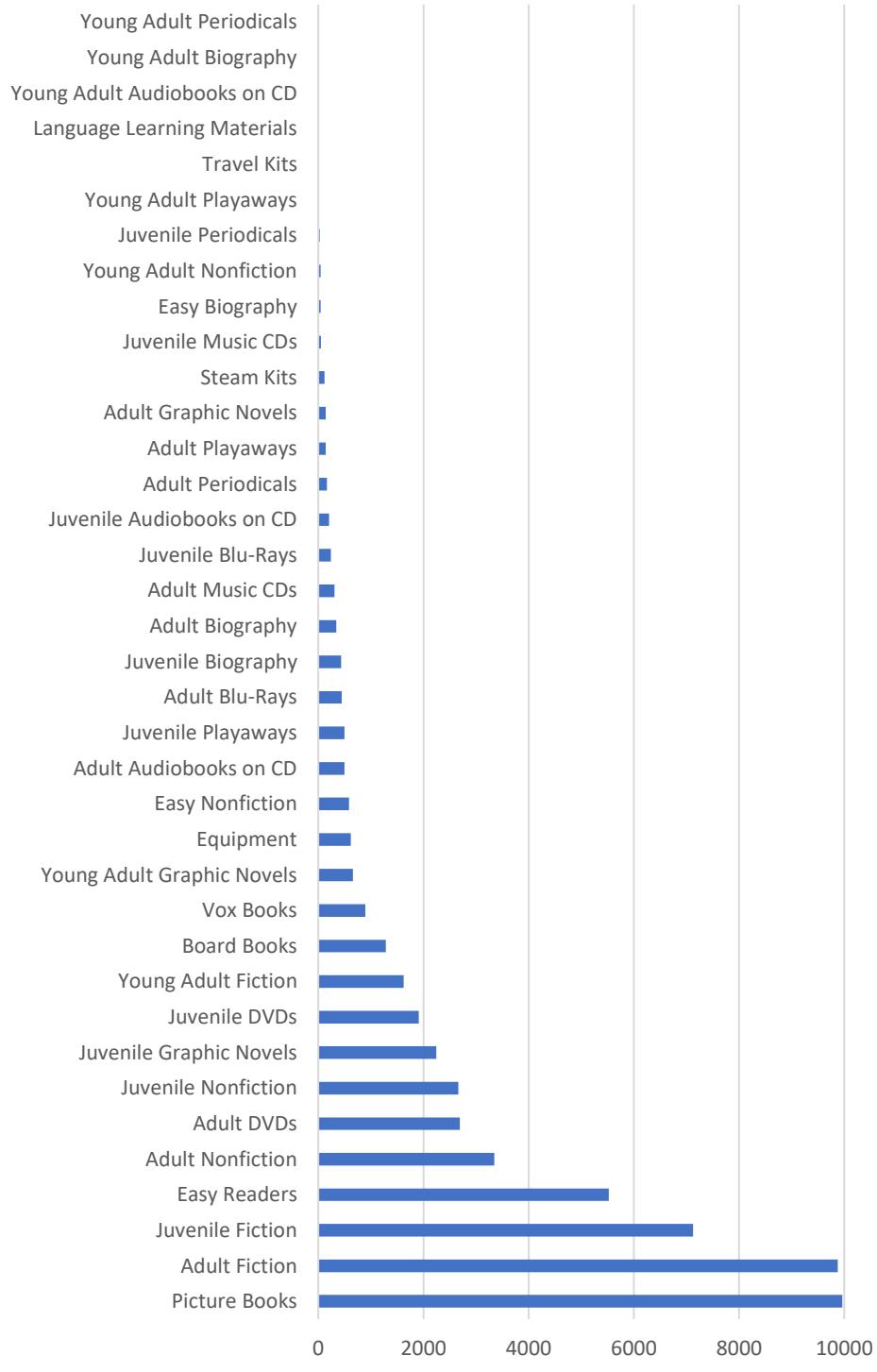
- Our busiest day was June 7 with 1,948 visitors.
- FY23 Most Checked Out
 - **Adult Fiction:** *It Starts With Us* by Colleen Hoover, 249 checkouts
 - **Young Adult Fiction:** *The Summer I Turned Pretty* by Jenny Han, 73 checkouts
 - **Juvenile Fiction:** *Diary of a Wimpy Kid: the Getaway* by Jeff Kinney, 84 checkouts
 - **Picture Book:** *The Polar Express* by Chris Van Allsburg, 152 checkouts
 - **DVD/Blu-Ray:** *Spider-Man: No Way Home*, 128 checkouts
 - **Most popular Adventure Pass venue:** Blank Park Zoo, 173 passes borrowed
 - **Most popular day of the year:** 3,961 visitors on May 31st for our Summer Library Program Barnyard Bash
- We had 42 volunteers help us for 220 hours in June.

	June 2023	June 2022	Difference	July 2022 - June 2023	July 2021 - June 2022	Difference
Physical Checkouts & Renewals (including Automatic)						
Books	46816	50492	-7%	464823	475187	-2%
Videos	5287	8901	-41%	83804	100688	-17%
Audio	1711	1891	-10%	16959	19386	-13%
Magazines & Other	936	833	12%	10846	9500	14%
Total Print Transactions	54750	62117	-12%	576432	604761	-5%
Downloadable Transactions						
Ebooks	5,564	4553	22%	59,868	50,522	18%
Videos	0	3	-100%	0	4,782	-100%
Audiobooks	6,158	4486	37%	64,563	45,000	43%
Magazines	495	454	9%	6,183	4,840	28%
Adventure Pass	88	72	22%	674	560	20%
Total Downloadable Transactions	12,305	9568	29%	131,288	105,704	24%
Total Circulation (Physical + Downloadable)	67,055	71685	-6%	707,720	710,465	0%
Highlights						
Steam kits	118	85	39%	979	742	32%
WiFi Hotspots	69	86	-20%	860	848	1%
Residency Checkouts (Print Transactions)						
City of Ankeny	47683	54411	-12%	504607	529728	-5%
Rural/Unincorporated Polk County	3917	3859	2%	36039	35015	3%
Open Access	3150	3847	-18%	35786	40018	-11%
Total Residency Checkouts	54750	62117	-12%	576432	604761	-5%
Cardholders						
Basic Access	530	581	-9%	3909	3652	7%
Temporary	15	63	-76%	141	263	-46%
Online	53	14	279%	623	591	5%
Total New Cardholders	598	658	-9%	4673	4506	4%
Total Active Cardholders	26032					
Visitors						
	37439	35991	4%	348553	304289	15%



Circulation by Collection

June 2023 Print Checkouts and Renewals



Public Services Summary: (written by Holly Sealine)

Accomplishments:

- Revised the annual FY24 appeal for funds from the Friends of the Ankeny Library program to include a section to help them plan further than a single year (financial planning) and included some tidbits of how the Friends could help the library with more than just funds.
- Reviewed over 180 applications for new part-time library associates, and interviewed 11 candidates with Beth. We have selected 3 individuals that will begin in early August.

Upcoming Goals (all are a continuation of previous goals):

- By the end of August, work with Justin and Amanda to have a plan of how we are adjusting the makerspace and what that means for staff as well as community members.
- By the end of August, complete a draft of a community survey to get a feel on our midway point in the strategic plan. If possible, start marketing it to the community and collect information.
- By the end of August, review job descriptions for FT staff at the library and send it over to HR for review.
- By the end of August, catch up on staff reviews including modifying the review form and adding a new self-evaluation form that aligns with job descriptions better.
- By end of August, create the AV and Information packets for room rentals. Also have the black cabinet organized and labeled in hallway near catering closest.
- By the August Board meeting, review the marketing and communications plan, and figure out how we can ensure the plan is being properly implemented
- By the end of August, review library's website and see what changes might need to be made or what should be added/moved around to make the website user friendly and accessible to patrons and staff alike

Statistics:

June 2023	June 2023			June 2022	
	Programs	Attendees		Programs	Attendees
Baby/toddler (0-5)	17	1503		21	1579
Youth (6-11)	11	419		7	246
Teen (12-18)	14	101		17	137
Adult (18+)	28	516		19	159
General interest (all ages)	13	698		9	904
Monthly Total	83	3237		73	3025
Year to Date	948	33051		831	19407
Additional services	June 2023		FY23 Year to Date	June 2022	
Technology Appointments	3		78	8	
Exam proctoring	5		116	--	
Notary appointments	58		508	59	
Patron computer usage	1641		16919	1618	
Reference Interactions	1065		2742	--	
Unique wireless usage	7020		80952	6330	
Room Usage	June 2023		FY23 Year to Date	June 2022	
Children/Teen Program Rooms	24		504	29	
City Council Chambers	16		208	13	
Conference, Lounge B and Study Rooms	527		7209	528	
Meeting Rooms (A, B, C, ABC, BC)	73		726	51	
Makerspace	41		499	35	
Off-Site /Virtual / Misc.	14		130	14	
Total Usage	695		9276	670	
Digital Resources	June 2023		FY23 Year to Date	June 2022	
Ancestry Library Edition	1240		6125	399	
Brainfuse: HelpNow	17		3296	3	
Brainfuse: JobNow / VetNow	0		92	10	
Consumer Reports	826		5603	410	
Heritage Quest	294		1751	3	
Hoopla	344		4440	625	
New York Times Online	509		5834	47 (Online only)	
Niche Academy	20		1055	98	
Novelist K-8 (Reader's Advisory)	--		12	--	
Novelist Plus (Reader's Advisory)	33		407	64	
Novelist Select (Reader's Advisory)	522		2843	--	
Reference Solutions	9		453	12	
Transparent Language	0		163	6	
ValueLine	1463		17235	1460	
Total Usage	5277		49309	3090	

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

June Highlights:

Summary

June has been jam-packed with wonderful programs with our patrons! We have had great attendance numbers at just about every program we put on. It's so fun during the summer to see both new and familiar faces.

Story Time in the Park and Sing & Shake at AMP

We've been blown away with our numbers for these programs, especially on some of the super-hot days! Moving Sing & Shake to AMP has worked well, where our patrons are now covered by the shade. Abby has been awesome about jumping in and helping us at programs. She got up to dance with us in front of 200 people day one!



K-5 Fun: Martial Arts Class & Des Moines Breakerz

We have loved giving patrons a taste of a class for free! Martial Arts America and Des Moines Breakerz volunteered their time in order to get some buzz about their businesses. This program is a win-win and a wonderful partnership.



Blind Taste-Testing with Tweens

We partnered with Amanda to put on this super fun program! Tweens had fun blind-tasting samples of smores, confetti cupcake, wild berry, snickerdooble, cookies and cream, and Eggo Waffle pop-tarts!



Friday Flicks

93 attended Friday Flicks for a showing of Zootopia!



Blank Park Zoo Visits

We asked Blank Park Zoo to come for a duplicate Tuesday/Thursday program to help with crowd control.

We had 195 on Tuesday and 204 on Thursday. Kids had fun learning about different animals and their environments. They got to meet a ferret, snake, gecko, and duck.



Upcoming Goals:

Our biggest goal is to keep having a successful summer here at the library. We are now up to 3,323 registrants (youth/teen/adult). Our goal is 4,000, though we know that will be hard to do. Last summer we had 2,645 participants and we have blown that number out of the water!

- Host a successful summer library program finale at Cascade Falls Aquatic Center on August 1
- Start brainstorming programming for the fall
- Continue programs with ongoing partnerships and brainstorm new opportunities in the community

Obstacles and Frustrations:

- We did have a no-show for one of our programs. Brittany and Kelly quickly decided to put on a spontaneous Sing & Shake to fill in, dresses and all, so that no one left disappointed.

Teen Services Update: (written by Amanda Bellis)

June Highlights:

Summer programming for tweens and teens is off to a busy start! **Snacks & Games** has been quite popular, with double-digit attendance at both sessions so far. The main draw is definitely the Wii, and many attendees are more interested in watching (and waiting their turn for) the Wii than in playing any board games. Since there is definitely interest in video game programs, I would love to explore ways to incorporate them more in the future. It would definitely help if we had multiple TVs in the teen room, so we could have more systems set up and more people able to play games at the same time. I would also like to look into getting some upgraded game systems, such as a Nintendo Switch.



The Harry Potter Escape Room was quite successful, and seemed to be just about the right challenge level. My quickest group finished in close to 30 minutes, and the slowest group had only 4 minutes left. Everyone else was somewhere in the middle, which tells me it was just difficult enough but not impossible to solve. I'm looking forward to seeing how everyone does with the **Pokémon Escape Room** next month.

There was an almost overwhelming interest in **DIY Slime** this month, for both the teen and tween sessions, but that also presented several challenges. The waitlists filled up for both sessions, and I wanted to be able to accommodate as many people as possible, since I hate to turn away anyone who wants to participate in a program. Due to the potentially messy nature of the program, I wanted to keep it in the Makerspace for easier cleanup, but the Makerspace has definite limitations in terms of space for attendees. Due to these factors, I chose to add a second session at a different time for both teens and tweens, resulting in a total of 4 sessions for this program. The level of interest this program received highlights a few challenges I've encountered: first, our current building doesn't have a program space that is both easy to clean, and which can accommodate a large group; and second, it is difficult to run a full program without additional staff. Our intern Abby was tremendously helpful during this event, but we almost could have used a 3rd person to help with measuring out all of the slime ingredients.

During the rest of the year, when we don't have an intern, it can be hard to plan and lead a popular program by myself. Program assistants would definitely help with this. Lastly, given our limited program supplies budget, I struggle with situations like this because I don't know whether it's better to allot so many resources to multiple sessions of the same



event (in order to let everyone participate), or if it's better to set firm limits so I can offer more things throughout the year (even if it means having to turn people away).

I had generally good book discussion attendance this month. **Teen book discussion** was a little low, as at least one person who planned to come didn't realize that they needed to read the book in advance, but they plan to come next month. I had a large group at Get Lit, in part because a neighborhood book club saw our event, and happened to already be reading the same book, so they asked if they could join us. We had a great discussion, and most of that group checked out the next **Get Lit** book, so I hope to see them at future discussions. I also had quite a few new faces in **Tween Book Discussion**, which was fun and also lead to a great chat. Unfortunately, it sounds like a few of those people are on vacation during next month's discussion, so attendance may dip again, but everyone expressed interest in continuing to meet in the fall. I got some excellent feedback about days and times which might work better during the school year, so I'm planning to change the program time accordingly. It is always challenging to decide on program days and times, because everyone is involved in so many activities that don't all meet at the same time; this means that any time I pick is likely to leave out someone, which is why I'm regularly adjusting and moving around my program schedule in an effort to reach as many people as possible.

June was another month of steady **Makerspace** inquiries; I didn't schedule any official appointments with anyone, but I answered a lot of reference and drop in questions. Once again, it seems like the majority of appointments this month are using the full room. This indicates to me that we don't have enough space in the building for people who are looking for a room in which to work. While it doesn't make sense to leave the Makerspace empty if someone needs a room, it can be difficult for other patrons to use the space/equipment, or for staff to work on projects in the room, when it's regularly in full use. I also had a conversation with a patron this month regarding our 3D printing services which I think is useful to mention. This patron was interested in accessing software for creating 3D print designs, as well as training and instruction with such software. She commented that it's great that we offer the 3D printer, but she really wished we could offer software and training for the creation side of things too. I explained the staffing and budget limitations which prevent us from offering that, and she was very understanding, but questions like this highlight our need for a dedicated technology/Makerspace librarian. I've had similar questions from patrons before, so there is definite interest if we could have staff with the time and training to offer such services.

Upcoming Goals:

- Start thinking about programs for fall. Using the information, I'm getting from summer programs and based on what has been successful in the past, I want to start putting together ideas for fall programs, which I can finalize and schedule in August.
- Continue to stay on top of my scheduled programs, including monitoring registration numbers and adjusting as needed (expanding the capacity, adding extra sessions, etc.) to make the rest of my summer programs as successful as possible.
- 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).

Adult Services Update: (written by Justin Armbruster)

June Highlights:

In June, we had several great adult programs. We hosted a virtual event about the history of the circus. It was the first time the presenter had given this program and he did an excellent job. During the Q & A session at the end, several people expressed their gratitude for his informative and entertaining presentation. In fact, one of the relatives of a historical figure discussed in the program attended because a local friend of his mentioned it to him.

We also hosted a Master Gardener for a program about raised bed gardening and pollinators. She was phenomenal and spent a great deal of time after the program talking with attendees who stayed after the program with specific gardening questions. We may also host her again when we have an art exhibit, as she also does a program about Monet's garden.

Holly did an adult craft night that was also a hit and let us know a program like that is desired by the community.

Additionally, I had the privilege of providing a library tour for non-native English speakers. They were amazed at our library, our services and the fact we have some books in different languages. We definitely acquired some new library users that day.

Next month, the Summer Library Program continues. We will have a local mystery author, Robert Kerr, visit to discuss his latest novel. Further, we will have a program about the Puppy Jake nonprofit that trains dogs for wounded veterans.

Upcoming Goals:

My goals for July are to start the planning process for the Ankeny Cultural Festival. I will set the date and start sending out invites to presenters. Additionally, another goal in July is to research and purchase new multiple copy sets for our book discussion groups. Now that we are in a new fiscal year, I can begin to purchase new sets and plan how many I can acquire and how many I will need to get via interlibrary loan.

Obstacles and Frustrations:

In terms of frustrations this month, there were a few times where I was needed in two places at once. For instance, I had a proctored exam that was starting the same time someone came to the library in need of a notary (I was the only notary available at the time). Another time, I was headed downstairs to a notary appointment, but was stopped at the reference desk by someone else who needed a notary (another instance of being the only notary).

Acquisitions/Cataloging Report – June 2023

The current fiscal year has concluded. This year, the library acquired 9,455 print items for the collection. Previously we added 9,911 in FY 22, and 10,701 in FY 21. Prior years are hard to compare as we had a large supplemental budget increase for the new facility.

The City adds \$1,000.00 each year to the budget to help offset inflation. Until the last fiscal year this worked well (and did historically in the old building/old budget level), but there has been a steady erosion of purchasing power due to inflation. Hopefully, as inflation calms down, additional stability in the market will help halt this trend in the coming year.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	14	Adult Audio Books	11
Adult Fiction	374	Adult Blu-Rays	13
Adult Graphic Novels	3	Adult DVDs	56
Adult Non-Fiction	88	Adult Music CDs	8
		Adult Playaways	0
Picture books	75		
Board books	10	Juvenile Audio Books	0
Easy Non-fiction	2	Juvenile Blu-rays	4
Easy Readers	22	Juvenile DVDs	1
Vox Books	0	Juvenile Music CDs	1
		Juvenile Playaways	4
Juvenile Biography	0		
Juvenile Fiction	84	Young Adult Audio Books	0
Juvenile Graphic Novels	31	Young Adult Playaways	0
Juvenile Nonfiction	39		
		Totals	98
YA Biography	1		
YA Fiction	67		
YA Graphic Novels	11		
YA Nonfiction	6		
Totals	827		

Twelve Month Comparative Totals

	6/22	7/22	8/22	9/22	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23
Print	831	857	892	816	908	575	565	678	652	952	754	975
A/V	114	101	160	185	113	69	132	73	148	155	204	133

Ankeny Kirkendall Public Library
Ankeny, Iowa

The Mission of the Ankeny Kirkendall Public Library

To be a welcoming and inclusive community center of learning experiences and entertainment, interaction, and connection

SUBJECT: **STUDY AND CONFERENCE ROOMS**

BACKGROUND:

- A. A priority of the Ankeny Kirkendall Public Library Staff and Board of Trustees is to offer convenient access to study and meeting spaces for patrons. Consistent with this, the Ankeny Kirkendall Public Library offers a variety of rooms that are available first-come, first-serve, or on a reservation basis.

POLICY:

- A. A Library card is not required to reserve a room. Anyone may use the room(s) regardless of age as long as the Library's Unattended Child Policy and Conduct in the Library Policy are adhered to.
- B. Rooms are only available during the library's open hours. No exceptions will be made.
- C. Rooms are not soundproof. Keep noise to a moderate level.
- D. Study rooms are available first-come, first-serve. Conference rooms are reservable; if there are no current reservations, rooms are available first-come, first-serve. You must arrive within 15 minutes of your scheduled reservation, or the reservation will be cancelled.
- E. Users are allowed to use conference rooms for up to 2 hours per day per person. If available, usage can be extended by staff. Rooms can be reserved up to 6 months in advance.
- F. The library is not responsible for theft or damage of personal items.
- G. No solicitation in public areas or outside of a room may occur. Room usage does not imply Library endorsement and promotional materials may not state or imply Library sponsorship.
- H. Materials may not be affixed to any surface such as walls, windows, floors, furniture or fixtures, at the library without approval by the library staff.
- I. The Library assumes no responsibility for food or beverages served on the premises at non-library sponsored events. No alcohol may be consumed in study or conference rooms.
- J. Reservation owner will be held accountable for the condition of the room which should be cleaned and left in good condition. Good condition means white boards are erased, trash is in the provided receptacles, and spills and crumbs are wiped or vacuumed up. Cleaning supplies can be borrowed from the Reference Desk.
- K. The library reserves the right to revoke permission to use the room(s) in case of non-compliance with library policies and procedures.