



Ankeny Kirkendall Public Library  
BOARD OF TRUSTEES  
Thursday, November 16, 2023  
Regular Meeting: 6:00 p.m.  
Location: City Council Chambers - Library

## AGENDA

Agenda Item	Discussion Points
<b>I. Call to Order</b>	
<b>II. Public Comment</b>	
<b>III. Approval of Minutes</b>	A. October 19, 2023
<b>IV. Consent Agenda</b> <b>Samuel Mitchel, Director</b>	A. Financials
<b>V. Policy/Procedure Review</b>	
<b>VI. Director's Report – Sam Mitchel</b>	
<b>VII. Department Reports</b>	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
<b>VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	
<b>IX. Friends of the Library (Update)</b>	
<b>X. Old Business</b>	A. Fine Free Discussion B. Study/Conference Room Usage Discussion C. FY25 Budget Proposal
<b>XI. New Business</b>	
<b>XIII. Adjourn</b>	A. Next Meeting: No December Meeting January 18, 2023

# KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES

## MEETING MINUTES

Thursday, October 19, 2023

Regular meeting: 6 p.m.

Location: Library

**Present:** Gene Lucht, Nancy Medema, Fred Schuster, Miranda Piepho

**Staff:** Sam Mitchel

Topic	Discussion
<b>Call to Order</b>	Schuster called the meeting to order.
<b>Approval of Minutes</b>	Medema moved to approve September minutes. Lucht seconded. Approved by all.
<b>Public Comments</b>	
<b>Consent Agenda</b>	<p>Mitchel presented financials. No areas of concern.</p> <p>Schuster asked when we should receive the money from Polk County. Mitchel to follow up with more information.</p> <p>Schuster asked why there were 2 Operating grants listed. Mitchel responded that those were the State of Iowa Enrichment Direct Aid and the State of Iowa Open Access.</p>
<b>Policy/Procedure Review</b>	<p>Conduct in the Library policy.</p> <ul style="list-style-type: none"><li>• A few items changed –<ul style="list-style-type: none"><li>○ #15 on the policy – concerning items left on library grounds and what the library will do with those items (may be placed in lost and found for a month. After that, it will either be given to the Police department or disposed of).</li></ul></li><li>• Schuster asked if this policy was reviewed by City attorney. Mitchel responded that the city is working on a code that addresses homeless camping on city property. If this passes, we may need to adjust our policy to be supportive.</li><li>• Lucht moved to approve with the language that was added. Medema seconded. Approved by all.</li></ul>
<b>Director's Report</b>	<p>Mitchel presented Director's report.</p> <ul style="list-style-type: none"><li>• Hired 2 part-time shift personnel.<ul style="list-style-type: none"><li>○ Schuster asked how they are trained (noticed that often they may only be trained on second floor). Mitchel responded that they do cross-train and will start to regularly schedule on both floors.</li></ul></li><li>• Library was closed for an all-city employee event on 9/8.</li><li>• The community survey was distributed.</li><li>• Requested money from Friends of Library.</li><li>• Working on State Library annual report (due October 31).</li></ul>
<b>Department Reports</b>	
<b>Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	
<b>Friends of the Library (update)</b>	Medema presented an update. They have committees within board that are coming up with ways to raise money. One idea is penny wars. They are also looking at current agreement for their website and considering how they want to move forward with that agreement.

Topic	Discussion
<b>Old Business</b>	<p>Fine Free Discussion</p> <ul style="list-style-type: none"> <li>Medema asked why the city is unwilling to do this. Mitchel responded that this may be because it is seen as revenue.</li> <li>FY25 and 26 will be extremely tight budget years. Mitchel is encouraging city to rethink and make our library fine free. It could impact our budget but could also remove barriers within the community.</li> <li>Only 32.7% of total accounts have fines. And we don't delete persons from this list, so they could be holdovers from previous years.</li> <li>We already paused fines during COVID.</li> </ul> <p>Medema moved that we wait to make a discussion until the entire board is present. Seconded by Lucht. Approved by all.</p>
<b>New Business</b>	<p>Preliminary FY25 Budget Discussion</p> <ul style="list-style-type: none"> <li>New personnel require justification. More part-time staff would allow the full-time employees time to do more community outreach.</li> <li>New fire department staff will take priority over the library budget.</li> <li>Would like to increase computer services.</li> <li>Would like to phase out hot spots.</li> <li>Increase budget for Special Program/Event Services.</li> <li>Reduce budget for postage and shipping.</li> <li>Reduce budget for circulation materials.</li> <li>Increase budget for library books and reference materials.</li> <li>Priority is to find enough money for hosted Polaris.</li> </ul> <p>2025 Strategic Plan</p> <ul style="list-style-type: none"> <li>Mitchel presented update on the 2021-2025 plan.</li> <li>Strategic pillars include: Community Center of Learning Experiences and Entertainment, Community Center of Interactions, Community Center of Connections, and Organization of Excellence.</li> </ul> <p>Study Conference Room Discussion – All approved to table until next meeting until the entire board is present.</p>
<b>Adjournment</b>	<p>Lucht motioned to approved. Seconded by Piepho. All agreed. Next meeting: November 16, 2023</p>

Respectfully submitted, Miranda Piepho, Secretary

**City of Ankeny**  
**Ankeny Kirkendall Library**  
**Fiscal Year 2024 Expenditure Report**

	<b>FY 2021 Actual</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY24 Budget</b>	<b>As of October 31, 2023</b>	<b>FY 2024 Balance Remaining</b>	<b>% Expended</b>	
Personal Services								
Salaries and Wages	4101	544,747.48	627,972.10	677,830.34	723,184.00	250,143.72	473,040.28 34.59%	
Overtime Wages	4102	283.81	46.86	321.17	1,000.00	94.14	905.86 9.41%	
Temporary Wages	4103	606,108.72	709,232.30	752,179.54	858,000.00	277,216.75	580,783.25 32.31%	
Longevity	4109	3,884.46	2,557.59	2,807.58	3,269.00	1,038.42	2,230.58 31.77%	
FICA	4116	87,200.71	100,504.98	108,192.25	121,670.00	39,833.65	81,836.35 32.74%	
IPERS	4117	108,664.10	120,765.39	144,774.57	149,666.00	49,295.07	100,370.93 32.94%	
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	1,730.79	3,269.21 34.62%	
Employee Insurance	4120	120,467.00	104,591.00	107,940.82	107,576.00	44,136.45	63,439.55 41.03%	
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	663,488.99	1,307,251.01 33.67%	
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	830.02	3,669.98 18.44%	
Computer Services	4215	74,297.70	78,070.91	57,108.29	61,900.00	36,991.40	24,908.60 59.76%	
Waste Management Services	4224	924.65	1,004.92	715.54	1,000.00	307.74	692.26 30.77%	
Land and Tree Services	4227	1,916.16	1,975.35	2,113.05	5,000.00	1,188.45	3,811.55 23.77%	
Communications	4244	3,752.33	5,819.90	10,989.76	10,680.00	2,000.44	8,679.56 18.73%	
Electric Charges	4247	65,030.22	58,142.88	59,856.64	76,000.00	27,151.48	48,848.52 35.73%	
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	14,239.78	41,260.22 25.66%	
Training and Education	4265	5,129.00	1,295.75	1,884.00	3,950.00	275.00	3,675.00 6.96%	
Travel	4266	0.00	49.50	1,365.68	2,850.00	84.76	2,765.24 2.97%	
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	33,626.51	93,373.49 26.48%	
Electronic Services	4273	4,402.84	3,734.45	4,953.15	6,000.00	2,482.13	3,517.87 41.37%	
Special Program/Event Services	4292	4,416.00	9,246.50	8,564.80	10,000.00	873.80	9,126.20 8.74%	
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	787.50	5,212.50 13.13%	
Total Contractual Services		321,632.03	376,219.88	425,417.98	458,430.00	122,127.36	336,302.64 26.64%	
Commodities								
Office Supplies	4310	8,101.81	9,339.11	9,930.86	11,000.00	3,571.98	7,428.02 32.47%	
Periodicals	4315	9,102.66	7,508.09	8,627.38	9,000.00	5,512.27	3,487.73 61.25%	
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	3,730.25	8,269.75 31.09%	
Circulation Materials	4344	7,507.40	19,777.92	10,079.76	23,000.00	4,950.84	18,049.16 21.53%	
Library Books/Reference Materials	4345	147,712.53	148,751.34	148,990.58	151,000.00	59,692.82	91,307.18 39.53%	
Multimedia Materials	4346	75,153.38	77,659.07	84,263.61	73,000.00	26,315.72	46,684.28 36.05%	
On-Line Subscriptions	4347	9,503.92	20,574.04	20,809.28	48,200.00	47,314.43	885.57 98.16%	
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	4,725.23	18,274.77 20.54%	
Total Commodities		302,599.41	331,144.69	321,320.37	360,400.00	160,031.16	200,368.84 44.40%	
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	
<b>Total Expenditures</b>		<b>2,101,473.78</b>	<b>2,379,277.85</b>	<b>2,547,087.68</b>	<b>2,789,570.00</b>	<b>945,647.51</b>	<b>1,843,922.49</b>	<b>33.90%</b>

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 October 31, 2023	FY 2024 Balance Remaining	% Received
Commissions	3415	337.74	467.02	460.20	300.00	195.42	104.58
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	26,583.36	(16,583.36)
Equipment Rental	3423	0.00	0.00	0.00	0.00	0.00	0.00
County Library Contribution	3503	135,316.00	150,776.00	185,284.00	185,284.00	0.00	185,284.00
Other Local Contributions	3509	0.00	5,000.00	0.00	0.00	0.00	0.00
State Library Open Access	3516	9,610.66	14,629.69	12,130.41	12,130.00	0.00	12,130.00
Operating Grants	3517	14,111.86	16,430.18	16,856.61	16,857.00	16,875.07	(18.07)
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	113.12	(113.12)
Copy Charges	3691	4,712.40	8,890.05	10,147.84	8,000.00	3,554.17	4,445.83
Miscellaneous Service Charges	3699	1,411.45	1,335.51	1,129.05	2,000.00	394.50	1,605.50
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	184.75	215.25
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	9.64	(9.64)
Rebates	3842	28.11	0.00	358.31	0.00	76.88	(76.88)
Other Reimbursements	3849	0.00	502.71	81.02	0.00	3,142.50	(3,142.50)
Library Fines	3861	19,374.03	20,924.23	19,373.61	20,000.00	5,303.42	14,696.58
Lost Materials	3868	3,400.58	4,758.18	3,779.14	4,000.00	1,535.48	2,464.52
Legal Settlement/Damages	3869	2,028.37	2,567.08	2,287.08	2,000.00	853.34	1,146.66
Overages/Shortages	3891	189.44	74.17	36.53	0.00	5.19	(5.19)
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		<b>196,312.27</b>	<b>261,656.97</b>	<b>334,863.53</b>	<b>260,971.00</b>	<b>58,826.84</b>	<b>202,144.16</b>
							<b>22.54%</b>

## Director's Report October 2023

### I. Personnel

- On-boarding two new library associates

### II. Facility

- Fire extinguisher inspection by Protex Central

### III. Misc.

- 10/12: Budget kickoff meeting. FY25 will be tight, but subsequent budgets will be even tighter as new legislation takes affect that enact reductions at certain levels of growth.
- Celebrated Friends of the Library Week 15<sup>th</sup>-21<sup>st</sup>.
- 10/25: Metro-area Library Directors meeting discussed implementation of new rural Polk County service concept.
- Submitted State Library of Iowa annual report.

### IV. Marketing/Communication

During the month of October, 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"><li>• New acquisitions &amp; staff picks via eNewsletter</li><li>• Book suggestions for the fall via Ankeny Living</li></ul>	<ul style="list-style-type: none"><li>• October programs and book discussions via social media, eNewsletter, lobby digital display, and calendars.</li></ul>	<ul style="list-style-type: none"><li>• Community Survey via eNewsletter</li></ul>	<ul style="list-style-type: none"><li>• 10/10 &amp; 31: City departments meetings</li><li>• 10/25: Metro-area library directors meeting</li><li>• 10/26: Friends of the Library meeting</li></ul>

Sam Mitchel



# OCTOBER 2023 CIRCULATION REPORT

**By: Beth Schaefer**

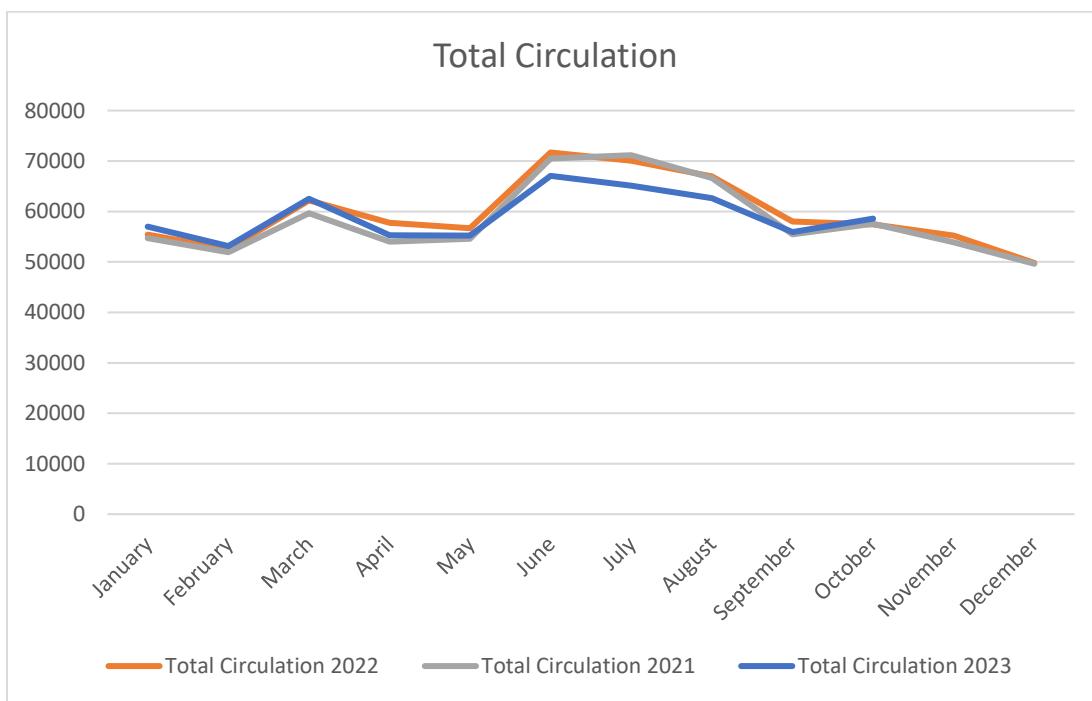
**Date: 11/1/23**

- Holly, Madeline, and I attended Fall Conferences at Southeast Elementary. We had tons of kids stop by to make buttons! There were fewer card signups than Meet the Teacher night, but most of the people we spoke to already had their library cards, which is awesome! Louise Meyer, who we have been working with to coordinate these visits, also sent us a wonderful thank you letter afterwards.

Words cannot express how much I appreciate the Kirkendall Public Library staff for coming to our "Back to School night" and Parent Teacher Conferences to get our students and families signed up for library cards. This helps us get much needed books into the hands of our students. The students are excited about having a library card, and parents are grateful that you helped to make this convenient for them. The teachers and staff at Southeast Elementary can't thank you enough. Thanks for ~~all~~ you do for children,  
Louise Meyer, Literacy Leader

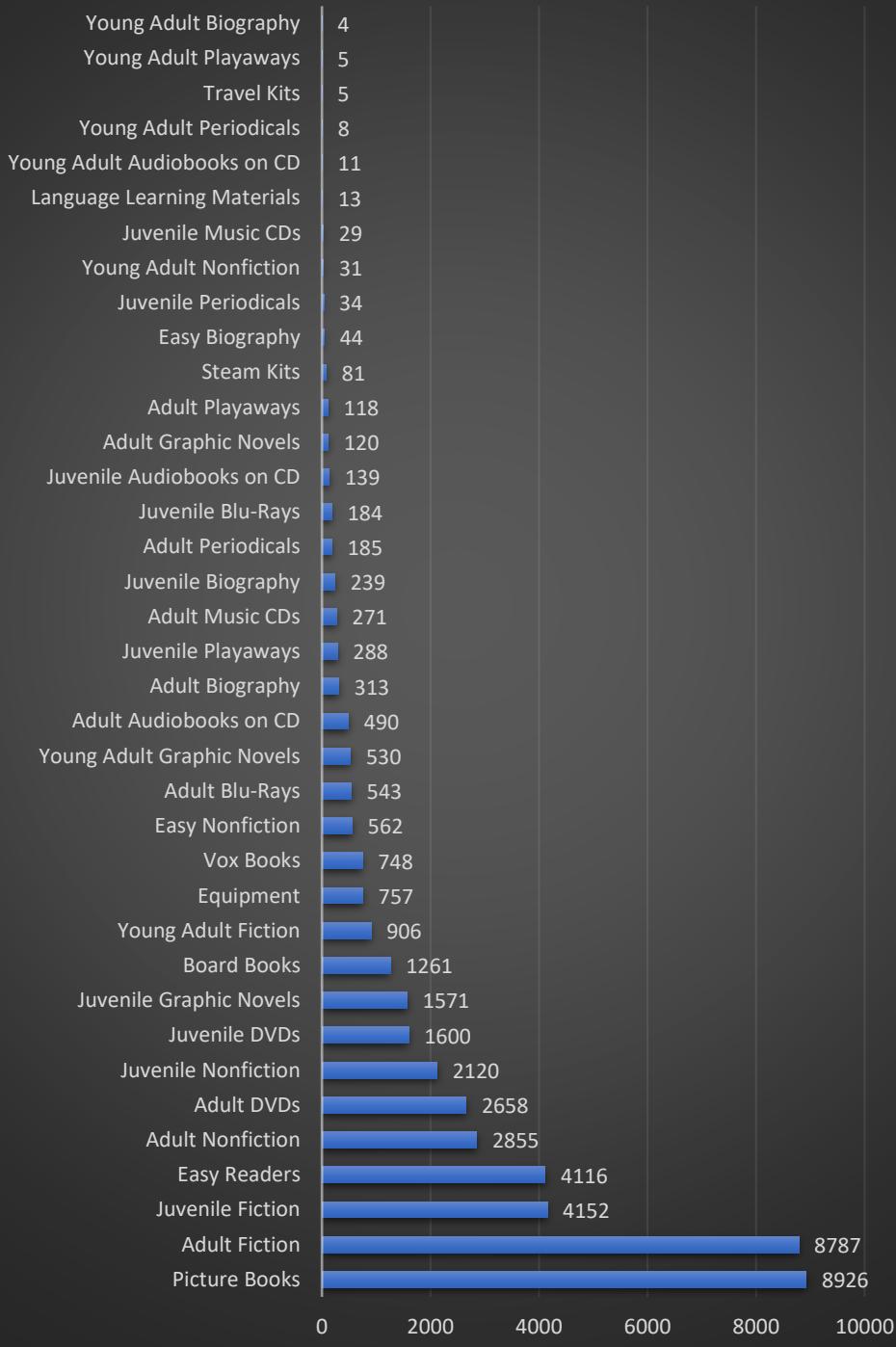
- Our busiest day was October 17<sup>th</sup> with 1,726 visitors.
- We had 28 volunteers help us for 173 hours in October.

	October 2023	October 2022	Difference	July 2023 - October 2023	July 2022 - October 2022	Difference
<b>Physical Checkouts &amp; Renewals (including Automatic)</b>						
Books	37533	37618	0%	159950	123583	29%
Videos	4985	7451	-33%	20716	18485	12%
Audio	1351	1322	2%	5841	4531	29%
Magazines & Other	1065	908	17%	3828	2714	41%
<b>Total Print Transactions</b>	<b>44934</b>	<b>47299</b>	<b>-5%</b>	<b>190335</b>	<b>149313</b>	<b>27%</b>
<b>Downloadable Transactions</b>						
Ebooks	5,367	4554	18%	22,481	16,173	39%
Videos	0	0	#DIV/0!	0	0	#DIV/0!
Audiobooks	6,470	5077	27%	25,343	17,843	42%
Magazines	1763	478	269%	3,744	1,629	130%
Adventure Pass	57	59	-3%	282	221	28%
<b>Total Downloadable Transactions</b>	<b>13,657</b>	<b>10168</b>	<b>34%</b>	<b>51,850</b>	<b>35,866</b>	<b>45%</b>
<b>Total Circulation (Physical + Downloadable)</b>	<b>58,591</b>	<b>57467</b>	<b>2%</b>	<b>242,185</b>	<b>185,179</b>	<b>31%</b>
<b>Highlights</b>						
Steam kits	80	80	0%	361	268	35%
WiFi Hotspots	83	65	28%	286	197	45%
<b>Residency Checkouts (Print Transactions)</b>						
City of Ankeny	38324	41626	-8%	163967	129820	26%
Rural/Unincorporated Polk County	3220	2846	13%	13082	9886	32%
Open Access	3160	2827	12%	12770	9607	33%
<b>Total Residency Checkouts</b>	<b>44704</b>	<b>47299</b>	<b>-5%</b>	<b>189819</b>	<b>149313</b>	<b>27%</b>
<b>Cardholders</b>						
Basic Access	291	281	4%	1395	1070	30%
Temporary	10	41	-76%	44	63	-30%
Online	41	8	413%	42	115	-63%
<b>Total New Cardholders</b>	<b>342</b>	<b>330</b>	<b>4%</b>	<b>1481</b>	<b>1248</b>	<b>19%</b>
<b>Total Active Cardholders</b>	<b>26778</b>					
<b>Visitors</b>	<b>28520</b>	<b>26732</b>	<b>7%</b>	<b>28520</b>	<b>26732</b>	<b>7%</b>



## Circulation by Collection

### October 2023 Print Checkouts and Renewals





# Public Services Report - October 2023

## Public Services Summary: (written by Holly Sealine)

### October Highlights:

The highlight of October for me was getting away and spending time at the Annual Iowa Library Association conference. I attended my first pre-conference session (ever), which was a full day on facilitation and learning more about how to lead difficult discussions as well as how to be a better listener and leader in communication. Some big takeaways from this session were to always include an agenda a few days in advance of a meeting, so that people know what will be discussed and will have time to prepare. Follow up with meetings with what you “heard” in writing to ensure that you understood things correctly, and that everyone was on the same page. I also learned about prioritizing 1:1 or check-ins with my team members, both part-time and full-time and using 4 simple questions so that I am keeping check on myself to ensure I am not micromanaging people:

1. How did this week/month go for you?
2. Is there anything next week/month that you would like to share?
3. What are some of your upcoming goals for yourself?
4. What can I do to provide support to help you be more successful in your position?

From there listen, listen, and listen some more. I also attended a variety of sessions on strategic planning (by using a committee of library staff rather hiring an outside company – presented by Iowa City public library), Fostering Wellness at the workplace and with employees with a lots of book recommendations, and even how to foster wellness in our community and potential resources that we could include in our online catalog for when community members are seeking things out.

I want to include how appreciate I have been with the support and encouragement that Sam has provided in the last month as I have had some doubts professionally and he has helped me through them and helped me come back to love I have for libraries and leadership. He is a good leader; I am starting to see how we lead in different and yet complimentary ways. I appreciate being able to work with and grow under his leadership. I love serving the Ankeny library community and appreciate the learning opportunities that I am provided the learning opportunities to grow professionally.

### Accomplishments:

- Helped conduct a community survey to identify how we are meeting our goals at the mid-way point in the strategic plan.
- Beth and I conducted a variety of staff evaluation sessions,
- Continued to help train new part-time library team members and completed check-ins with other staff members.
- Attended the Iowa Library Association Meeting in early October.

### Upcoming Goals:

- Assist with the FY25 budget.
- Work with Justin to develop a plan of how to make the Makerspace more manageable by creating specific roles, objectives, and goals.
- Work with Beth and Sam to create a firmer plan of action for marketing the library.
- Complete the remaining evaluations, including programming team members.
- Analyze the community survey and set goals for finishing out the current strategic plan.

### Statistics:

FY24	October 2023		Year to Date by Age Level		October 2022	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
<b>Baby/toddler (0-5)</b>	46	1563	98	3464	49	1380
Onsite	46	1563	94	3194	46	1302
Off-Site	0	0	4	270	2	66
Virtual	0	0	0	0	1	12
Pre-Recorded	0	0	0	0	0	0
<b>Youth/Tween (6-11)</b>	11	276	24	557	4	101
Onsite	9	76	22	357	4	101
Off-Site	2	200	2	200	0	0
Virtual	0	0	0	0	0	0



# Public Services Report - October 2023

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

## October Highlights:

### Summary

We had a wonderful October in the youth department. We've been getting to know new families at various morning programs and saw many new faces at our Trick or Pete event this month. Our themes for October were Tacos and Fall Friends. Here's a breakdown of our awesome numbers this month!

**October Week 1:** 345 **Week 2:** 355 **Week 3:** 356 (excluding Trick or Pete) **Week 4:** 468

### Trick or Pete

We had around 600 attend our fun October event! We saw so many new and familiar faces and most of them dressed up!



### Dart Story Time

We had 141 attendees at our DART story time! Even though the weather turned cold, families came to hear a fun bus story and take a ride around Ankeny! We had so many attendees that DART had to do 3 bus rides.



### K-5 FUN

This month we enjoyed Book Bites, Book Flicks, Family Bingo for Books, and K-5 Steam-Lit. In October we saw even more attendees at Bingo, with a total of 56! Jonathan May was here for a very special K-5 Steam-Lit. Kelly and Brittany read aloud part of *Rise of the Balloon Goons*, then kids got to create special balloon animals with Jonathan!



### Scavenger Hunt



# Public Services Report - October 2023

This month's scavenger hunt was all about tacos and Pete the Cat. We handed out leftover dum-dum ghosts as the scavenger hunt prize once our Trick or Pete event was over.



## **Family PJ Yoga with Little OM Big OM**

Our Friday morning yoga class and word of mouth has helped spread the word about the free Little OM Big Om classes! We went from 6 attendees to 23 for our evening PJ Yoga Class. It's hard to get families to leave their house for an event once they've gotten home from work/gotten kids. 23 is a huge win in our book.



## **Story Time To-Go Kits**

Our "Taco" and "Fall Friends" kits were all taken as usual! 500 kits are prepared for each theme for a total of 1000 kits each month.



## **Upcoming Goals:**

Our biggest goal is to continue serving our kids with fun and educational programs! Developing and increasing literacy skills are always our number one goal, and we always try to make it fun!

- Continue planning and implementing story times, babies, sing & shakes, and all weekly K-5 programs.
- Finalize December calendar.
- Create and put out the December Story Stroll. We will be featuring *Don't Let the Pigeon Drive the Sleigh* by Mo Willems in December.
- Continue planning and prep for a new 2024 Family Concert Series
- Brainstorm winter programs, activities, kits, story strolls, etc.
- Continue to work with ongoing partnerships: Tippi Toes, Midwest Dance, DART, Little OM Big OM, Ankeny Real Estate Group, Ankeny Art Center, and more.

## **Obstacles and Frustrations:**

- None currently.

## **Teen Services Update:** (written by Amanda Bellis)



# Public Services Report - October 2023

## October Highlights:

October was an average month for teen programs, and it was nice to be able to schedule my events around taking a vacation. The trend I saw over the summer and last month where tween events fill up faster than the teen version is continuing. I have a couple of events scheduled in November that are open to both tweens and teens. If those go well, I may stick with that registration model in the future. That would allow me to balance my registrations more evenly for events that I offer more than once.

I am attempting to revamp the Teen Advisory Group under the name Snack & Chat; changes include me offering more book talks and program sneak peeks, but I'm also hoping that a more casual hanging out atmosphere will spawn some good conversations about books and programs with our tweens and teens. I had solid attendance for the first tween session this month, but no takers for the teen session. Given the slower start to fall programs, I'm hoping to see an increase in teen attendance in the coming months.

I saw great turnout for both Diamond Painting Magnets and Potions Taste Test this month. I have included some program pictures below. Craft and food programs continue to be the most popular, so I will continue to include those on the calendar in addition to trying other programs. I'd like to investigate purchasing items like a toaster oven, microwave, and/or hot plate which could expand my food programs more into the realm of cooking, as I think our teens would really enjoy that.



I am continuing to work with admin on evaluating our teen room situation, including potential changes which will make the room more welcoming to teens and more useful to me. I am hopeful that some new ideas can be implemented soon, and I look forward to seeing how some adjustments will allow us to better serve our teen patrons.

## Upcoming Goals:

- Finalize the plan for winter programs. December is set and I have ideas for the rest of winter, but I want to get those ideas firmly in place and on the calendar so the rooms are booked, and so I can start purchasing supplies.
- Continue to work with admin on changes to our Teen room, with the hope of creating a solid plan and timeline for proposed changes.

## Obstacles and Frustrations:

- None currently.



# Public Services Report - October 2023

## Adult Services Update: (written by Justin Armbruster)

OverDrive Checkouts	13,609
Documents Notarized	20
Book a Librarian Appointments	7 (five scheduled, two walk-ins)
Reference Transaction	32
Proctored Exams	3

### October Highlights:

In October, we had our first virtual session in a series of four concerning organization conducted by Organize Me! of NY. The presenters were very knowledgeable, as well as personable and professional. While attendance was good, I'm hoping with some additional advertising, we will see an increase in the following sessions. We're hosting one per month, with the final one being in January.

Our usual programs Craft & Chat as well as social gaming continue to be huge hits, especially with our senior crowd; however, the Monday Craft & Chat continues to grow and see a diverse age group. This Monday group has specifically mentioned they enjoy meeting on a weekly basis to build a community together and get to know each other's lives, families, etc.



The Ankeny Genealogy mentioned they were extremely appreciative of our assistance in getting the marking materials for their upcoming presentation in November ready early. Holly and I are working on getting more marketing materials pulled together and put onto Facebook as well as on the digital display so that we can reach more community members. Below are few of the pictures we took this month:

Additionally, Holly and I have noticed some of the conference rooms were experiencing troubles with the "hockey pucks" that allow patron computers to connect to the monitors in each room. To provide the best service to our patrons, I ordered HDMI cables for each room, as well as hooks to keep them off the floors, so our patrons can connect directly to the monitors. So far, I have not heard any complaints from patrons about not being able to connect their devices to the monitors using the cables.

My biggest success of the month was, by far, our very first Puzzle-palooza competition. It was an after-hours, adults-only program on a Friday and featured twelve teams competing to see who could complete the same puzzle the quickest. We had a variety of age ranges, including those in their 20s and 30s, which is a demographic we typically struggle to reach.



We received many compliments from the attendees, and I was asked several times if we were going to do it again.



# Public Services Report - October 2023

## Senior Expo:

We also had a great time connecting with the community at the Senior Expo at the Albaugh Senior Center this month. I have been collecting advanced reader copies sent in by publishers for several months to give away, and Holly had staff members make several magnets with our logo to distribute. I also created bookmarks for the winter slate of book discussion books. Along with our table cover and stand-up banner, our table looked very nice. We also received many compliments for all we do for the community, as well as providing a table at the event that wasn't solely focused on aging or dying.



## Upcoming Goals:

My goals for November include learning more about Cricut. Now that I am managing the library's makerspace, I need to understand more of the device's capabilities. So far, I have learned how to create stickers and iron-on images for shirts. I know it's able to do so much more, such as making greeting cards and applying images to mugs/tumblers. I feel adept at using the other stations in the makerspace and want to make sure I have that same level of knowledge about Cricut. Further, I also plan on promoting the Ankeny Genealogical Chapter's (ACG) November meeting, as we are hosting a special guest speaker, Dave Baker. According to the members of ACG, his presentations tend to attract large groups, so we are hoping that trend continues. I will be on hand to help with the room set-up, A/V needs, and whatever else I can do to assist.

## Obstacles and Frustrations:

In terms of frustrations this month, we have been experiencing problems with the technology in our meeting rooms. Namely, we seem to be unable to connect our laptops to the projectors with HDMI cables. It used to be something that happened rarely, but now it seems to be the norm. It's frustrating, as not only do we rely on connecting to the projectors for library events, but the public also expects it when they rent the rooms. We've tried using different cables, attempting different processes of when things get plugged in/turned on and nothing has worked consistently.

## Acquisitions/Cataloging Report – October 2023

In an effort to meet demand on popular new fiction titles, we have updated our holds ratio. Now for every five holds a title has, an additional copy will be purchased (previous ratio was 6:1). Libraries use a range of ratios when determining demand fulfillment. A balance has to be struck between buying enough added copies so patrons get hot new releases in a timely manner and the collection is broad enough to meet less popular interests. As adult fiction continues to be one of the best collections in terms of circulation and patrons continue to express concerns about lengthy hold times, adding more popular titles is an appropriate response.

<b>Print Collections</b>	<b># Added</b>	<b>A/V Collections</b>	<b># Added</b>
Adult Biography	32	Adult Audio Books	15
Adult Fiction	513	Adult Blu-Rays	22
Adult Graphic Novels	9	Adult DVDs	49
Adult Non-Fiction	157	Adult Music CDs	10
		Adult Playaways	4
Picture books	56		
Board books	12	Juvenile Audio Books	0
Easy Non-fiction	1	Juvenile Blu-rays	0
Easy Readers	33	Juvenile DVDs	2
Vox Books	0	Juvenile Music CDs	0
		Juvenile Playaways	1
Juvenile Biography	4		
Juvenile Fiction	99	Young Adult Audio Books	1
Juvenile Graphic Novels	11	Young Adult Playaways	0
Juvenile Nonfiction	23		
		<b>Totals</b>	<b>89</b>
YA Biography	1		
YA Fiction	81		
YA Graphic Novels	11		
YA Nonfiction	2		
<b>Totals</b>	<b>1045</b>		

### Twelve Month Comparative Totals

	<b>10/22</b>	<b>11/22</b>	<b>12/22</b>	<b>1/23</b>	<b>2/23</b>	<b>3/23</b>	<b>4/23</b>	<b>5/23</b>	<b>6/23</b>	<b>7/23</b>	<b>8/23</b>	<b>9/23</b>
<b>Print</b>	908	575	565	678	652	952	754	975	827	747	841	820
<b>A/V</b>	113	69	132	73	148	155	204	133	98	145	149	115