



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, September 19, 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. August 15, 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 – Molly Guerra <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. Budget Reductions B. Library Noise
XIII. Adjourn	A. Next Meeting: October 17, 2024

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

Thursday, August 15, 2024

Regular meeting: 6 p.m.

Location: Library

Present: John Meyer (virtual), Miranda Piepho, Gene Lucht, Amber Sommerfeld, Nancy Medema, Fred Schuster

Staff: Sam Mitchel, Molly Guerra

Topic	Discussion
Call to Order	Schuster called the meeting to order.
Approval of Minutes	Medema – edit spelling of Lucht’s name. Mitchel to update and provide back to board. Medema moved to approve July minutes. Lucht seconded. Approved by all.
Public Comments	
Consent Agenda	<p>Mitchel presented financials.</p> <ul style="list-style-type: none"> • Run rate = 8.3% • In Waste Management category, the increase in cost may be due to Summerfest. • Increase in Land & Tree Services – we’re having to mow more due to the rain. <ul style="list-style-type: none"> ○ Schuster asked if we have any say in how often we mow. Mitchel responded that the schedule is something the City manages for us.
Policy/Procedure Review	
Director’s Report	<p>Mitchel presented Director’s report.</p> <ul style="list-style-type: none"> • Several employees have had anniversaries in the past month. • Molly Guerra was onboarded as the Public Services Manager. • Completed monthly AED and fire extinguisher inspection. • Summerfest took place this last month. Parking and the book drop were impacted due to the carnival. • The fire department was called due to a few patrons being stuck in the elevator. The elevator was down for 2.5 days. Library staff will test the elevators monthly. • Mitchel met with Friends of the Library regarding the Novel Findings used bookstore procedures and funds. <ul style="list-style-type: none"> ○ Medema asked if we’d have to adjust budget to accommodate these funds. Mitchel responded that the Friends have to talk with the financial department. Medema thought that we may be able to use the funds from the Novel Findings to supplement fines/fees. • Library was involved in the Summerfest parade. We had a vehicle with signage to promote library services. There was positive feedback from this involvement.
Department Reports	Guerra introduced herself and talked a little bit about her path to this position.
Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	Mitchel discussed the parking during Summerfest. He plans to talk with the Summerfest coordinator to see if we can’t get more parking or additional parking passes. What we were provided this year weren’t convenient or easily handicap accessible.
Friends of the Library (update)	<p>Medema provided an update –</p> <ul style="list-style-type: none"> • This was the beginning of their quarterly meeting cycle. • They are working on bylaws and did discuss Novel Findings. • Mitchel asked that since we’re in a new fiscal year, do we need new liaisons. Medema said she’d be happy to continue serving in this capacity.
Old Business	

Topic	Discussion
New Business	<p>Closed Policy</p> <ul style="list-style-type: none"> • Staff would like a policy that lists the days the library will be closed each year. • Mitchel presented a draft of this policy. • Includes major bank holidays or the days the city offices will be closed, staff training days, or inclement weather. • Schuster asked how many days we were closed vs the days the city was closed. Mitchel responded that we were only closed/closed early 2 times. The city never closed. • Medema motioned to approve. Seconded by Lucht. Approved by all. <p>Mitchel wants to add the Noise Policy to the discussion topics for September's meeting.</p>
Continuing Education	Developing and Adopting Policies – 45 min.
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>Meyers motioned to go into closed session. Medema seconded. Approved by All. Meyers motioned to exit closed session. Sommerfeld seconded. Approved by all.</p>
Adjournment	<p>Medema motioned to approved.</p> <p>Next meeting: September 19, 2024</p>

Respectfully submitted, Miranda Piepho, Secretary

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2025 Expenditure Report

		FY 2022	FY 2023	FY 2024	FY25	As of	FY 2025	%
		Actual	Actual	Actual	Budget	August 31, 2024	Balance	Expended
							Remaining	
Personal Services								
Salaries and Wages	4101	627,972.10	677,830.34	720,126.47	763,210.00	134,462.74	628,747.26	17.62%
Overtime Wages	4102	46.86	321.17	147.40	1,000.00	73.48	926.52	7.35%
Temporary Wages	4103	709,232.30	752,179.54	788,424.85	916,000.00	167,828.42	748,171.58	18.32%
Longevity	4109	2,557.59	2,807.58	3,269.10	4,288.00	769.20	3,518.80	17.94%
FICA	4116	100,504.98	108,192.25	113,975.82	129,248.00	22,866.79	106,381.21	17.69%
IPERS	4117	120,765.39	144,774.57	141,638.57	159,017.00	28,132.68	130,884.32	17.69%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	961.55	4,038.45	19.23%
Employee Insurance	4120	104,591.00	107,940.82	126,673.46	128,663.00	22,083.49	106,579.51	17.16%
Workers Compensation	4122	1,243.00	1,303.00	1,576.00	1,730.00	0.00	1,730.00	0.00%
Total Personal Services		<u>1,671,913.28</u>	<u>1,800,349.33</u>	<u>1,900,831.73</u>	<u>2,108,156.00</u>	<u>377,178.35</u>	<u>1,730,977.65</u>	<u>17.89%</u>
Contractual Services								
Legal and Recording Services	4212	0.00	495.00	765.00	500.00	0.00	500.00	0.00%
Financial Services	4214	2,693.41	2,531.33	2,336.87	3,000.00	397.93	2,602.07	13.26%
Computer Services	4215	78,070.91	57,108.29	45,727.15	78,800.00	35,460.99	43,339.01	45.00%
Waste Management Services	4224	1,004.92	715.54	1,131.46	1,300.00	316.98	983.02	24.38%
Land and Tree Services	4227	1,975.35	2,113.05	17,634.51	6,000.00	1,455.30	4,544.70	24.26%
Advertising & Publication	4240	0.00	0.00	200.00	0.00	0.00	0.00	
Communications	4244	5,819.90	10,989.76	9,131.57	7,980.00	2,088.28	5,891.72	26.17%
Electric Charges	4247	58,142.88	59,856.64	65,217.69	76,000.00	13,489.01	62,510.99	17.75%
General Insurance	4251	60,584.47	69,254.39	78,923.67	100,908.00	0.00	100,908.00	0.00%
Dues, Memberships, and Licenses	4261	35,106.14	46,189.17	57,833.36	67,000.00	16,089.40	50,910.60	24.01%
Training and Education	4265	1,295.75	1,884.00	2,659.00	3,950.00	225.00	3,725.00	5.70%
Travel	4266	49.50	1,365.68	592.32	2,850.00	0.00	2,850.00	0.00%
Meetings and Food	4269	255.60	695.22	599.22	500.00	0.00	500.00	0.00%
Building Maintenance Services	4270	112,584.88	147,228.73	124,323.62	141,000.00	10,553.61	130,446.39	7.48%
Electronic Services	4273	3,734.45	4,953.15	5,932.64	6,000.00	1,138.00	4,862.00	18.97%
Special Program/Event Services	4292	9,246.50	8,564.80	10,053.10	11,000.00	587.99	10,412.01	5.35%
Postage and Shipping	4296	783.80	2,626.68	2,893.40	4,000.00	3,405.93	594.07	85.15%
Refunds	4297	4,871.42	7,231.25	1,975.00	6,000.00	0.00	6,000.00	0.00%
Total Contractual Services		<u>376,219.88</u>	<u>425,417.98</u>	<u>427,929.58</u>	<u>516,788.00</u>	<u>85,208.42</u>	<u>431,579.58</u>	<u>16.49%</u>
Commodities								
Office Supplies	4310	9,339.11	9,930.86	9,618.55	11,000.00	1,740.54	9,259.46	15.82%
Periodicals	4315	7,508.09	8,627.38	8,030.49	9,000.00	4,585.92	4,414.08	50.95%
Medical and First-Aid Supplies	4333	6.86	0.00	16.78	200.00	0.00	200.00	0.00%
Special Programs/Events Supplies	4343	14,954.59	12,084.72	11,016.64	13,000.00	2,785.66	10,214.34	21.43%
Circulation Materials	4344	19,777.92	10,078.76	12,600.05	23,000.00	2,358.29	20,641.71	10.25%
Library Books/Reference Materials	4345	148,751.34	148,990.58	153,333.18	154,000.00	30,289.10	123,710.90	19.67%
Multimedia Materials	4346	77,659.07	84,263.61	71,877.04	73,000.00	11,656.51	61,343.49	15.97%
On-Line Subscriptions	4347	20,574.04	20,809.28	48,356.39	48,200.00	27,892.03	20,307.97	57.87%
Safety Equipment	4352	0.00	0.00	0.00	2,700.00	0.00	2,700.00	0.00%
Minor Equipment	4354	16,574.88	6,758.37	6,093.18	10,000.00	39.99	9,960.01	0.40%
Building Maintenance Supplies	4380	15,998.79	19,776.81	14,193.16	24,000.00	1,454.98	22,545.02	6.06%
Total Commodities		<u>331,144.69</u>	<u>321,320.37</u>	<u>335,135.46</u>	<u>368,100.00</u>	<u>82,803.02</u>	<u>285,296.98</u>	<u>22.49%</u>
Capital Outlay								
Building Improvements	4420	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Outlay		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Debt Service								
Equipment Reserve Payments	4595	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Expenditures		<u>2,379,277.85</u>	<u>2,547,087.68</u>	<u>2,663,896.77</u>	<u>2,993,044.00</u>	<u>545,189.79</u>	<u>2,447,854.21</u>	<u>18.22%</u>
FTEs								
		<u>22.85</u>						

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2025 Revenue Report

		FY 2022	FY 2023	FY 2024	FY 2025	As of	FY 2025	%
		Actual	Actual	Actual	Budget	August 31, 2024	Balance	Received
							Remaining	
Commissions	3415	467.02	460.20	918.23	0.00	0.00	0.00	#DIV/0!
Lease/Rent Payments	3420	0.00	0.00	0.00	0.00	0.00	0.00	
Facility Rental	3422	29,994.15	81,900.53	92,326.08	60,000.00	13,436.02	46,563.98	22.39%
Equipment Rental	3423	0.00	0.00	0.00	0.00	0.00	0.00	
County Library Contribution	3503	150,776.00	185,284.00	161,032.00	161,032.00	39,565.00	121,467.00	24.57%
Other Local Contributions	3509	5,000.00	0.00	0.00	0.00	0.00	0.00	
State Library Open Access	3516	14,629.69	12,130.41	9,209.71	9,210.00	0.00	9,210.00	0.00%
Operating Grants	3517	16,430.18	16,856.61	16,875.07	16,875.00	0.00	16,875.00	0.00%
Operating Grants	3537	5,000.00	0.00	0.00	0.00	0.00	0.00	
Special Program Fees	3615	0.00	0.00	174.68	0.00	0.00	0.00	
Copy Charges	3691	8,890.05	10,147.84	11,992.39	9,000.00	1,615.78	7,384.22	17.95%
Miscellaneous Service Charges	3699	1,335.51	1,129.05	1,205.18	1,500.00	233.20	1,266.80	15.55%
Salvage Sales	3822	0.00	0.00	0.00	0.00	0.00	0.00	
Other Sales	3829	308.00	477.68	436.35	400.00	70.70	329.30	17.68%
Private Contributions	3831	0.00	0.00	564.31	0.00	625.00	(625.00)	
Refunds	3841	0.00	561.52	50.64	0.00	0.00	0.00	
Rebates	3842	0.00	358.31	0.00	0.00	0.00	0.00	
Other Reimbursements	3849	502.71	81.02	6,469.37	0.00	0.00	0.00	
Library Fines	3861	20,924.23	19,373.61	18,257.05	16,000.00	2,762.27	13,237.73	17.26%
Lost Materials	3868	4,758.18	3,779.14	4,320.97	4,000.00	528.07	3,471.93	13.20%
Legal Settlement/Damages	3869	2,567.08	2,287.08	2,231.93	2,000.00	480.84	1,519.16	24.04%
Overages/Shortages	3891	74.17	36.53	38.61	0.00	(2.11)	2.11	
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00	
Total Revenues		261,656.97	334,863.53	326,102.57	280,017.00	59,314.77	220,702.23	21.18%

Director's Report August 2024

I. Personnel

- Work Anniversaries (June)
 - Sue Hagar, Library Associate, 28 yrs.
 - Suada Zulic, Library Associate, 28 yrs.
 - Chad Allen, Library Associate, 1 yr.
 - Jessica Andersen, Library Associate, 1 yr.
 - Molly Hormann, Library Associate, 1 yr.
 - Abby Wirtz, Library Associate, 1 yr.
 - Marné Wrice, Library Associate, 1 yr.
- Molly Guerra, Public Services Manager, onboarding

II. Facility

- Monthly AED and fire extinguisher inspections
- Heartland Windows measuring for 18 additional window shades (install date TBD)

III. Misc.

- 8/3: Present at Friends Family Trivia fundraising event as library liason
- 8/16: Participated in Metro-area Library Directors meeting in West Des Moines.
- 8/30: Polaris Cloud project meeting: IT concerns regarding security, Library concerns with lag time in cataloging procedures. Polaris is looking into the issues for corrective options.
- Notary appointments: 13

IV. Marketing/Communication

During the month of August, 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">• Summer Program stats, August programs, book discussions, author talks via social media, eNewsletter, lobby digital display, and calendars.	<ul style="list-style-type: none">• Internship experience via Ankeny Living• Friends Family Trivia Fundraising event via eNewsletter	<ul style="list-style-type: none">• 8/13, 27: City departments meeting

Sam Mitchel



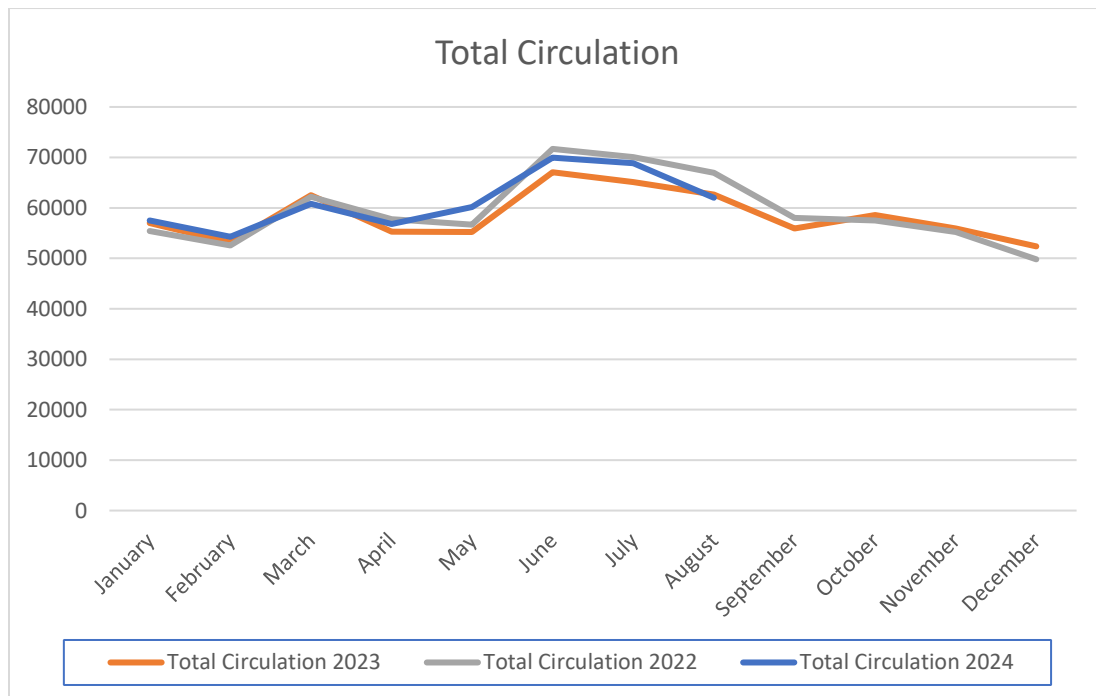
AUGUST 2024 CIRCULATION REPORT

By: Beth Schaefer

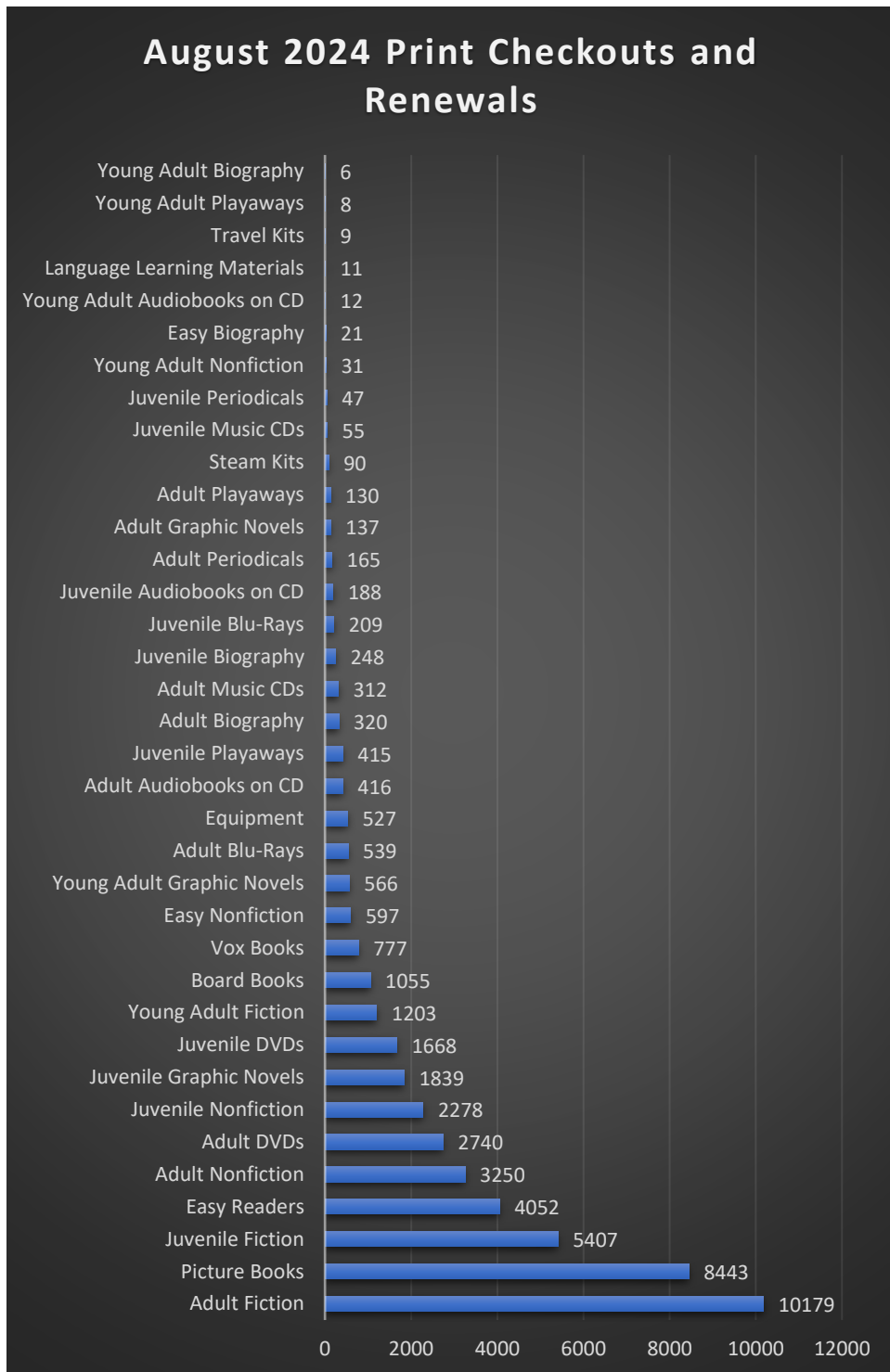
Date: 9/1/24

- Our busiest day was August 7 with 1,397 visitors.
- We had 35 volunteers help us for 215.5 hours in August.
- I attended my second session of ATW training! There are two more to go. The first session was “Building your influence” on July 10 and the second session was “People Smarts: Emotional Intelligence” on August 21. These have been helpful courses for me as I grow as a manager. The course overviews:
 - “How is it that some people not only have ideas—but get them implemented? Successful individuals understand how to influence others in a manner that gets buy-in and gets their audience to take action. In this session, we will focus on specific strategies employees can embrace to develop their influence and to interact with and communicate with others in order to be more influential and persuasive.”
 - “Most of us have been conditioned to believe that emotions are not welcome in the workplace, that team and work decisions should be based upon cold, logical reason. In short, we “leave our emotions at home.” Today there is a growing body of science in the emerging field of emotional intelligence (EI), indicating that proper understanding, and use of, emotions can be critical to helping us be more effective workers and better communicators.”

	August 2024	August 2023	Difference	July 2024 - August 2024	July 2023 - August 2023	Difference
Physical Checkouts & Renewals (including Automatic)						
<i>Books</i>	40585	41904	-3%	86481	85965	1%
<i>Videos</i>	5156	5538	-7%	11201	11034	2%
<i>Audio</i>	1536	1537	0%	3347	3209	4%
<i>Magazines & Other</i>	829	946	-12%	1645	1806	-9%
Total Print Transactions	48106	49925	-4%	102674	102014	1%
Downloadable Transactions						
<i>Ebooks</i>	5,567	5652	-2%	11,370	11,619	-2%
<i>Audiobooks</i>	7,085	6389	11%	14,253	12,766	12%
<i>Magazines</i>	1145	566	102%	2,380	1,151	107%
<i>Adventure Pass</i>	83	76	9%	152	162	-6%
Total Downloadable Transactions	13,880	12683	9%	28,155	25,698	10%
Total Circulation (Physical + Downloadable)	61,986	62608	-1%	130,829	127,712	2%
Highlights						
<i>Steam kits</i>	90	84	7%	192	188	2%
<i>WiFi Hotspots</i>	14	74	-81%	25	132	-81%
Residency Checkouts (Print Transactions)						
<i>City of Ankeny</i>	40753	43054	-5%	86980	88194	-1%
<i>Rural/Unincorporated Polk County</i>	3989	3452	16%	8528	7040	21%
<i>Open Access</i>	3208	3419	-6%	6815	6780	1%
Total Residency Checkouts	47950	49925	-4%	102323	102014	0%
Cardholders						
<i>Basic Access</i>	383	399	-4%	757	789	-4%
<i>Temporary</i>	11	17	-35%	22	22	0%
<i>Organization</i>			#DIV/0!	0	0	#DIV/0!
<i>Online</i>	51	58	-12%	100	107	-7%
Total New Cardholders	445	474	-6%	879	918	-4%
Total Active Cardholders	28061					
Visitors						
	31991	30619	4%	74878	67966	10%



Circulation by Collection





Public Services Report – August 2024

Public Services Summary: (written by Molly Guerra)

Highlights:

During the month of August, I continued to acclimate myself to AKPL and the services offered. I have built some routines into my schedule and continued to get to know our library users and staff. It has been particularly enjoyable to watch and participate in library programs.

Accomplishments:

- Began training on Makerspace technology and leading a Makerspace appointment with a library user
- Trained with Communications and Finance Department
- Participated in a Reference Solutions training with Beth Schaefer
- Created and put out a noise data collection form for staff
- Watched “Leadership Strategies Connection and Defusing Difficult Situations” and “Proactive Planning for Library Staff Transitions” from WebJunction.
- Attended or observed Sing and Shake, Writer’s Café, Books and Bagels, Craft and Chat, Social Cribbage and Social Canasta.
- Began transition plan with Amanda Bellis

Upcoming Goals:

- Attend new employee orientation
- Finalize transition plan with Amanda Bellis
- Develop bi-weekly training schedule for desk staff
- Complete two hours of continuing education
- Listen to staff and understand AKPL and the community better
- Compile noise form data



Public Services Report – August 2024

August 2024	August 2024		Year to Date by Age Level		August 2023	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
Early Learners (0-5)	0	0	3	477	2	171
School Age (6-11)	0	0	2	177	0	0
Tween/Teen (12-18)	2	13	10	114	3	2
Adult (18+)	25	237	49	487	26	246
General Interest	11	643	20	3326	8	507
Monthly Total	38	893			39	926
Year to Date of All Program Types	84	4581			106	3906
Additional services	August 2024		FY24 Year to Date		August 2023	
Technology Appointments	12		16		17	
Exam Proctoring	1		12		4	
Notary Appointments	55		120		68	
Patron Computer Usage	1610		3479		1647	
Reference Interactions	1378		2460		948	
Storytime To-Go Kits	1000		3000		1000	
Unique Wireless Usage	4681		10561		6789	
	8737		19648		10473	
Room Usage	August 2024		FY24 Year to Date		August 2023	
Children/Teen Program Rooms	2		15		1	
City Council Chambers	24		45		14	
Conference Rooms and Lounge B	520		1016		539	
Meeting Rooms (A, B, C, ABC, BC)	69		139		53	
Makerspace	32		50		43	
Off-Site /Virtual / Misc.	3		7		7	
Total Usage	650		1272		657	
Digital Resources (Included)	August 2024		FY24 Year to Date		August 2023	
Ancestry Library Edition	135		408		377	
Brainfuse: HelpNow	388		394		48	
Brainfuse: JobNow / VetNow	17		39		3	
Consumer Reports	814		1501		321	
Heritage Quest	375		433		33	
Hoopla	1144		2231		568	
Library Speakers Consortium	175		319		33	
Lote4Kids	37		50		47	
New York Times Online	Not available at this time		585		592	
Novelist K-8	0		0		0	
Novelist Plus	172		259		78	
Novelist Select	0		612		542	
Reference Solutions	13		18		25	
ValueLine	1249		3201		1275	
Digital Resources (Not Included)						
Niche Academy	30		64		10	
Total Usage (Included Only)	4519		10050		3942	



Public Services Report – August 2024

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

Summary

August was mostly spent planning and prepping fall events for early learners, school-age kids, and families. We also spent time on passive programming in our youth department, to offer something fun and educational for those who wait for our events to resume in September.

All City Play Day

We brought a sticker scene to All City Play Day. Kids and teens were given a square of stickers with a letter on it. They then found that letter on our board and placed the stickers on those spots. As the evening went on, you could start to see what image the stickers were making (llama). We saw 425 people at this event. We then took the poster and remaining stickers and put it up in the library for a passive program.



Passive Programs & Early-Literacy Displays

We had 479 kids complete our scavenger hunt in August. We also introduced a Starbooks Café, Crayon I-Spy (with educational questions that improve early-literacy skills), and colorful decorations throughout the youth department to get people excited for back-to-school.

August Scavenger Hunt

Find the hidden pictures around the children's department and write down the letter you see next to that picture. Solve the riddle and earn a prize!

What did the buffalo say at school drop-off?





Public Services Report – August 2024



Story Stroll

Our August Story Stroll book is *We Don't Eat Our Classmates*. We are continuing to offer a lanyard, button from the book, and a sucker, if kids tell us the secret code word that can be found on one of the pages.



Goals

Our biggest goal is to continue providing educational and fun events for families and kids.

- Finalize the October calendar once we have sorted the remaining details on a few events
- Finish formatting the September Story Stroll book and put it out
- Finish the remaining September/October scavenger hunts
- Continue putting on great fall events for early learners and school-age kids
- Look at winter programming needs and special events



Public Services Report – August 2024

Teen Services Update: (written by Amanda Bellis)

To begin, this will be my final monthly report, as I have accepted a new position at the Pleasant Hill Public Library. I have enjoyed my time in Ankeny and the many opportunities provided to me, and I will miss the wonderful people I have had the pleasure of working with. I am excited to return to working in a smaller library, but will carry with me all that I have learned as Ankeny's Teen Services Librarian.

August was a pretty quiet month, and I really appreciated the opportunity to take a break from programs during this month. It allows for taking time off as needed, and lets us really dive into our planning for fall. I spent a lot of this month working on fall programs, including scheduling rooms, ordering and organizing supplies, and working on marketing materials including calendar events and fliers. Having such solid plans in place should make the upcoming transition easier, as my successor (or whoever fills in in the interim) will have everything they need to run t(w)een programs.

My goals for the coming month are:

1. I will be working closely with Molly and Sam to assist with the transition of my duties. Since I was able to get so much planning and preparation done this month, it should be easy to hand over my upcoming programs, as everything is already scheduled and ready.



Public Services Report – August 2024

Adult Services Update: (written by Justin Armbruster)

OverDrive Checkouts	13,797
Documents Notarized	45
Book a Librarian Appointments	8 (five scheduled, three walk-in)
Reference Transaction	31
Proctored Exams	1

In August, we mostly recovered from our busy summer schedule. I used that time to plan my next puzzle competition program, which will take place in October. I have already selected the puzzle and it should be arriving shortly. I also selected and purchased more multiple copy book sets for upcoming book discussion groups. Additionally, I removed the 3D printers from the makerspace to avoid confusion about their availability.

My goals for October include scheduling more events and speakers for the fall and winter. I am also starting to think about programs for the 2025 Summer Library Program. I will review what worked and what did not to determine the types of programs/presenters to consider.

In terms of frustrations this month, I experienced very few. The end of the month was a flurry of activity with the school year starting, but everything seemed to work out well. It did feel like I had a higher than average number of requests for makerspace training and it would be helpful if I wasn't the only one conducting the training. With Amanda leaving, I will be the only one on staff who has trained anyone in our makerspace. It would be nice to have a back-up.

Acquisitions/Cataloging Report – August 2024

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

Print Collections	# Added	A/V Collections	# Added
Adult Biography	18	Adult Audio Books	24
Adult Fiction	410	Adult Blu-Rays	22
Adult Graphic Novels	3	Adult DVDs	60
Adult Non-Fiction	120	Adult Music CDs	14
		Adult Playaways	1
Picture books	112		
Board books	45	Juvenile Audio Books	0
Easy Non-fiction	0	Juvenile Blu-rays	2
Easy Readers	26	Juvenile DVDs	10
Vox Books	16	Juvenile Music CDs	1
		Juvenile Playaways	6
Juvenile Biography	4		
Juvenile Fiction	101	Young Adult Audio Books	0
Juvenile Graphic Novels	21	Young Adult Playaways	0
Juvenile Nonfiction	19		
		Totals	140
YA Biography	0		
YA Fiction	78		
YA Graphic Novels	6		
YA Nonfiction	0		
Totals	979		

Twelve Month Comparative Totals

	8/23	9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24	7/24
Print	841	820	1045	728	557	813	688	897	685	755	767	611
A/V	149	115	89	165	109	96	101	99	92	106	78	154