



**Ankeny Kirkendall Public Library**  
**BOARD OF TRUSTEES**  
**Thursday, October 17, 2024**  
**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. September 19, 2024   |
| <b>IV. Consent Agenda</b><br><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<br>B. Public Services – Molly Guerra<br>1. Adult Services – Justin Armbruster<br>2. Teen Services – Amanda Bellis<br>3. Children Services – Kelly Munter, Brittany Burk<br>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>  |   |
| <b>XI. New Business</b>   | A. Budget Committee – Discussion and Formation<br>B. Board Retreat - Discussion<br>C. Continuing Education – Planning for the Library's Future (Chapter 7, State Library Trustee Handbook)  |
| <b>XIII. Adjourn</b>  | A. Next Meeting:<br>November 21, 2024   |

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

**Thursday, September 19, 2024**

**Regular meeting: 6 p.m.**

**Location: Library**

**Present:** John Meyer, Miranda Piepho, Gene Lucht, Amber Sommerfeld, Nancy Medema, Fred Schuster

**Staff:** Sam Mitchel, Molly Guerra

| <b>Topic</b>  | <b>Discussion</b>   |
|---|---|
| <b>Call to Order</b>  | Meyer called the meeting to order.  |
| <b>Approval of Minutes</b>  | Lucht moved to approve. Seconded by Medema. Approved by all.  |
| <b>Public Comments</b>  | NA  |
| <b>Consent Agenda</b>   | Mitchel presented financials. <ul style="list-style-type: none"><li>• Run rate = 16.6%</li></ul>  |
| <b>Policy/Procedure Review</b>  |   |
| <b>Director's Report</b>  | Mitchel presented Director's report. <ul style="list-style-type: none"><li>• Personnel – several work anniversaries. Sue Hagar and Suada Zulic have both been with the library for 28 years. A handful of other employees are celebrating one year with the library.</li><li>• Facility – 18 window shades will be installed week of 9/20.</li><li>• Polaris Cloud meeting – IT had concerns regarding security. Library had issues with lag time in cataloging procedures. Polaris is looking into these issues for solutions.</li></ul>   |
| <b>Department Reports</b>   |   |
| <b>Committee Reports<br/>(Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b> |   |
| <b>Friends of the Library<br/>(update)</b>  |   |
| <b>Old Business</b>   |   |
| <b>New Business</b>   | Budget Reductions (discussed first on agenda) <ul style="list-style-type: none"><li>• Due to some new legislation and because city is facing challenges going into next budget cycle, the city tasked departments to look for efficiencies or ways to reduce budget.</li><li>• One recommendation was to close the library one hour earlier (\$41,000 cost reduction).</li><li>• Board had asked for some clarifying numbers. The last hour sees less than 20 patrons.</li><li>• City Manager, David Jones, attended to discuss impact of legislation and why the library was on a short list of departments that needed to cut their budget. Jones reassured us that the library wasn't the only department on the list, and that these conversations weren't the ones taking place. Reassessing the budget will be a lengthy process.</li><li>• Schuster asked how much we were being asked to cut. Jones replied that each department is asked for a different amount. City is also taking into account any leftover revenue from previous FY.</li></ul> |

| Topic                       | Discussion  |
|-----------------------------|---|
|                             | <ul style="list-style-type: none"> <li>Meyer asked Jones to walk us through the City Council work session. Jones said that there would be many more meetings. This first working session was just to put initial ideas on the table.</li> <li>Jones agreed that this ask to reduce budget is difficult, if we don't make this change now, we will have to make much more difficult decisions in the near future.</li> <li>The intent is to maintain the same level of service for our patrons while also adhering to the City's ask to reduce our budget.</li> <li>Lucht asked – if the legislature doesn't make some sort of revision, will we be looking at future budget cuts similar to this? Jones said he can't predict what may happen in the future, but always expect some lean years.</li> <li>Sommerfeld researched the time other libraries close – some libraries in the area close at 7 or 8. Few stay open until 9.</li> <li>Medema asked when the changes would take place. Jones responded – January 1.</li> <li>Stephenson motioned to close Monday through Thursday at 8:00 p.m. (rather than 9:00), and close at 5:00 p.m. on Friday (rather than 5:30). Seconded by Medema. With the recommendation to make the hour cut equitable. Approved by Meyer, Lucht, Stephenson, Medema, Sommerfeld, Piepho. Opposed by Schuster. Motion passed.</li> </ul> <p>In October meeting, Mitchel will propose idea to create sub-committee to discuss how we'd like to prepare for future conversations about the budget.</p> <p><b>Library Noise</b></p> <ul style="list-style-type: none"> <li>There are some areas that are noisier than others, especially near the children's and juvenile book area. However, the lobby also gets very noisy.</li> <li>Reps from the state library presented on noise levels in the library and brainstormed ways to reduce this noise.</li> <li>Library will be conducting a study to determine what the standard is and when we should become worried. The study will also examine other libraries in the area to see how they deal with the noise.</li> <li>Molly has a form that the staff can use to record decibel levels at different times throughout the day. This may include noise from outside the building, such as from concerts.</li> </ul> <p>There has been a rise in the homeless population. Often, they spend time on the benches outside of the library. Though they're part of the public, and we can't forcibly remove them, it may deter other patrons.</p> |
| <b>Continuing Education</b> | 90 minutes<br><br>Meeting with the State Library.   |
| <b>Executive Session</b>    |   |
| <b>Adjournment</b>          | Schuster motioned to approved. Lucht seconded. Approved by all.<br>Next meeting: October 17, 2024   |

Respectfully submitted, Miranda Piepho, Secretary

**City of Ankeny**  
**Ankeny Kirkendall Library**  
**Fiscal Year 2025 Expenditure Report**

|                                   |      | FY 2022<br>Actual   | FY 2023<br>Actual   | FY 2024<br>Actual   | FY25<br>Budget      | As of<br>September 30, 2024 | FY 2025<br>Balance<br>Remaining | %<br>Expended |
|-----------------------------------|------|---------------------|---------------------|---------------------|---------------------|-----------------------------|---------------------------------|---------------|
| Personal Services                 |      |                     |                     |                     |                     |                             |                                 |               |
| Salaries and Wages                | 4101 | 627,972.10          | 677,830.34          | 720,126.47          | 763,210.00          | 192,591.72                  | 570,618.28                      | 25.23%        |
| Overtime Wages                    | 4102 | 46.86               | 321.17              | 147.40              | 1,000.00            | 101.43                      | 898.57                          | 10.14%        |
| Temporary Wages                   | 4103 | 709,232.30          | 752,179.54          | 788,424.85          | 916,000.00          | 236,812.72                  | 679,187.28                      | 25.85%        |
| Longevity                         | 4109 | 2,557.59            | 2,807.58            | 3,269.10            | 4,288.00            | 1,076.88                    | 3,211.12                        | 25.11%        |
| FICA                              | 4116 | 100,504.98          | 108,192.25          | 113,975.82          | 129,248.00          | 32,465.76                   | 96,782.24                       | 25.12%        |
| IPERS                             | 4117 | 120,765.39          | 144,774.57          | 141,638.57          | 159,017.00          | 39,795.28                   | 119,221.72                      | 25.03%        |
| Deferred Compensation             | 4119 | 5,000.06            | 5,000.06            | 5,000.06            | 5,000.00            | 1,346.17                    | 3,653.83                        | 26.92%        |
| Employee Insurance                | 4120 | 104,591.00          | 107,940.82          | 126,673.46          | 128,663.00          | 31,914.29                   | 96,748.71                       | 24.80%        |
| 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           |      | 1,671,913.28        | 1,800,349.33        | 1,900,831.73        | 2,108,156.00        | 536,104.25                  | 1,572,051.75                    | 25.43%        |
| 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            | 586.49                      | 2,413.51                        | 19.55%        |
| Computer Services                 | 4215 | 78,070.91           | 57,108.29           | 45,727.15           | 78,800.00           | 52,459.63                   | 26,340.37                       | 66.57%        |
| 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            | 1,940.40                    | 4,059.60                        | 32.34%        |
| Advertising & Publication         | 4240 | 0.00                | 0.00                | 200.00              | 0.00                | 0.00                        | 0.00                            | 0.00%         |
| Communications                    | 4244 | 5,819.90            | 10,989.76           | 9,131.57            | 7,980.00            | 2,918.19                    | 5,061.81                        | 36.57%        |
| Electric Charges                  | 4247 | 58,142.88           | 59,856.64           | 65,217.69           | 76,000.00           | 20,133.63                   | 55,866.37                       | 26.49%        |
| 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            | 250.00                      | 3,700.00                        | 6.33%         |
| Travel                            | 4266 | 49.50               | 1,365.68            | 592.32              | 2,850.00            | 29.92                       | 2,820.08                        | 1.05%         |
| 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          | 20,165.46                   | 120,834.54                      | 14.30%        |
| Electronic Services               | 4273 | 3,734.45            | 4,953.15            | 5,932.64            | 6,000.00            | 1,596.00                    | 4,404.00                        | 26.60%        |
| Special Program/Event Services    | 4292 | 9,246.50            | 8,564.80            | 10,053.10           | 11,000.00           | 837.99                      | 10,162.01                       | 7.62%         |
| 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            | (25.00)                     | 6,025.00                        | -0.42%        |
| Total Contractual Services        |      | 376,219.88          | 425,417.98          | 427,929.58          | 516,788.00          | 120,705.02                  | 396,082.98                      | 23.36%        |
| Commodities                       |      |                     |                     |                     |                     |                             |                                 |               |
| Office Supplies                   | 4310 | 9,339.11            | 9,930.86            | 9,618.55            | 11,000.00           | 2,327.63                    | 8,672.37                        | 21.16%        |
| Periodicals                       | 4315 | 7,508.09            | 8,627.38            | 8,030.49            | 9,000.00            | 4,654.00                    | 4,346.00                        | 51.71%        |
| 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           | 4,535.49                    | 8,464.51                        | 34.89%        |
| Circulation Materials             | 4344 | 19,777.92           | 10,078.76           | 12,600.05           | 23,000.00           | 2,608.20                    | 20,391.80                       | 11.34%        |
| Library Books/Reference Materials | 4345 | 148,751.34          | 148,990.58          | 153,333.18          | 154,000.00          | 42,313.06                   | 111,686.94                      | 27.48%        |
| Multimedia Materials              | 4346 | 77,659.07           | 84,263.61           | 71,877.04           | 73,000.00           | 15,318.37                   | 57,681.63                       | 20.98%        |
| On-Line Subscriptions             | 4347 | 20,574.04           | 20,809.28           | 48,356.39           | 48,200.00           | 30,310.03                   | 17,889.97                       | 62.88%        |
| 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           | 278.45                      | 9,721.55                        | 2.78%         |
| Building Maintenance Supplies     | 4380 | 15,998.79           | 19,776.81           | 14,193.16           | 24,000.00           | 4,666.93                    | 19,333.07                       | 19.45%        |
| Total Commodities                 |      | 331,144.69          | 321,320.37          | 335,135.46          | 368,100.00          | 107,012.16                  | 261,087.84                      | 29.07%        |
| 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>2,379,277.85</b> | <b>2,547,087.68</b> | <b>2,663,896.77</b> | <b>2,993,044.00</b> | <b>763,821.43</b>           | <b>2,229,222.57</b>             | <b>25.52%</b> |
| FTEs                              |      | 22.85               |                     |                     |                     |                             |                                 |               |

**City of Ankeny**  
**Ankeny Kirkendall Library**  
**Fiscal Year 2025 Revenue Report**

|                               | FY 2022<br>Actual | FY 2023<br>Actual | FY 2024<br>Actual | FY 2025<br>Budget | As of<br>September 30, 2024 | FY 2025<br>Balance<br>Remaining | %<br>Received     |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------------|---------------------------------|-------------------|
| Commissions                   | 3415              | 467.02            | 460.20            | 918.23            | 0.00                        | 0.00                            | 0.00              |
| 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                   | 21,358.23                       | 38,641.77         |
| 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        |
| 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          |
| Operating Grants              | 3517              | 16,430.18         | 16,856.61         | 16,875.07         | 16,875.00                   | 0.00                            | 16,875.00         |
| 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                    | 2,638.09                        | 6,361.91          |
| Miscellaneous Service Charges | 3699              | 1,335.51          | 1,129.05          | 1,205.18          | 1,500.00                    | 351.19                          | 1,148.81          |
| 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                      | 109.70                          | 290.30            |
| Private Contributions         | 3831              | 0.00              | 0.00              | 564.31            | 0.00                        | 1,275.00                        | (1,275.00)        |
| 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                        | 150.00                          | (150.00)          |
| Library Fines                 | 3861              | 20,924.23         | 19,373.61         | 18,257.05         | 16,000.00                   | 4,228.34                        | 11,771.66         |
| Lost Materials                | 3868              | 4,758.18          | 3,779.14          | 4,320.97          | 4,000.00                    | 841.16                          | 3,158.84          |
| Legal Settlement/Damages      | 3869              | 2,567.08          | 2,287.08          | 2,231.93          | 2,000.00                    | 743.60                          | 1,256.40          |
| Overages/Shortages            | 3891              | 74.17             | 36.53             | 38.61             | 0.00                        | 14.40                           | (14.40)           |
| Miscellaneous Other           | 3899              | 0.00              | 0.00              | 0.00              | 0.00                        | 0.00                            | 0.00              |
| <b>Total Revenues</b>         |                   | <b>261,656.97</b> | <b>334,863.53</b> | <b>326,102.57</b> | <b>280,017.00</b>           | <b>71,274.71</b>                | <b>208,742.29</b> |
|                               |                   |                   |                   |                   |                             |                                 | <b>25.45%</b>     |

## Director's Report September 2024

### I. Personnel

- Work Anniversaries
  - Brita Greenough, Library Associate, 24 yrs.
  - Jill Hausler, Library Associate, 12 yrs.
  - Alicia Grubb, Library Associate, 10 yr.
  - Leanna Swalley, Library Associate, 9 yr.
  - Mandi Ellis, Library Associate, 7 yr.
- 9/13: Citywide employee lunch event

### II. Facility

- Monthly AED and fire extinguisher inspections
- 9/20: 18 additional window shades installed

### III. Misc.

- 9/3: Attended City Council Planning Session regarding reductions.
- 9/6: Participated in Iowa Urban Public Library Association Directors meeting in Des Moines.
- Polaris Cloud project: Team has been looking into addressing IT security and Library lag concerns.
- 9/17: Attended Polk County Library Trustee training event at West Des Moines library. Ankeny will host 2025.
- 9/18: Beth and I delivered a presentation about the library and its services to a women's group at the Briarwood Clubhouse.
- Library hosted new city employees. Beth gave presentation on library services, I gave a tour.
- Notary appointments: 15

### IV. Marketing/Communication

During the month of September, 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>• September programs, book discussions, author talks, and new story stroll via social media, eNewsletter, lobby digital display, and calendars.</li></ul> | <ul style="list-style-type: none"><li>• Fall programs, Molly Guerra introduction via Ankeny Living</li><li>• Library Card Sign-up Month and Banned Books Week via social media</li></ul> | <ul style="list-style-type: none"><li>• 9/10: City departments meeting</li><li>• 9/6: IUPLA meeting</li></ul> |

Sam Mitchel



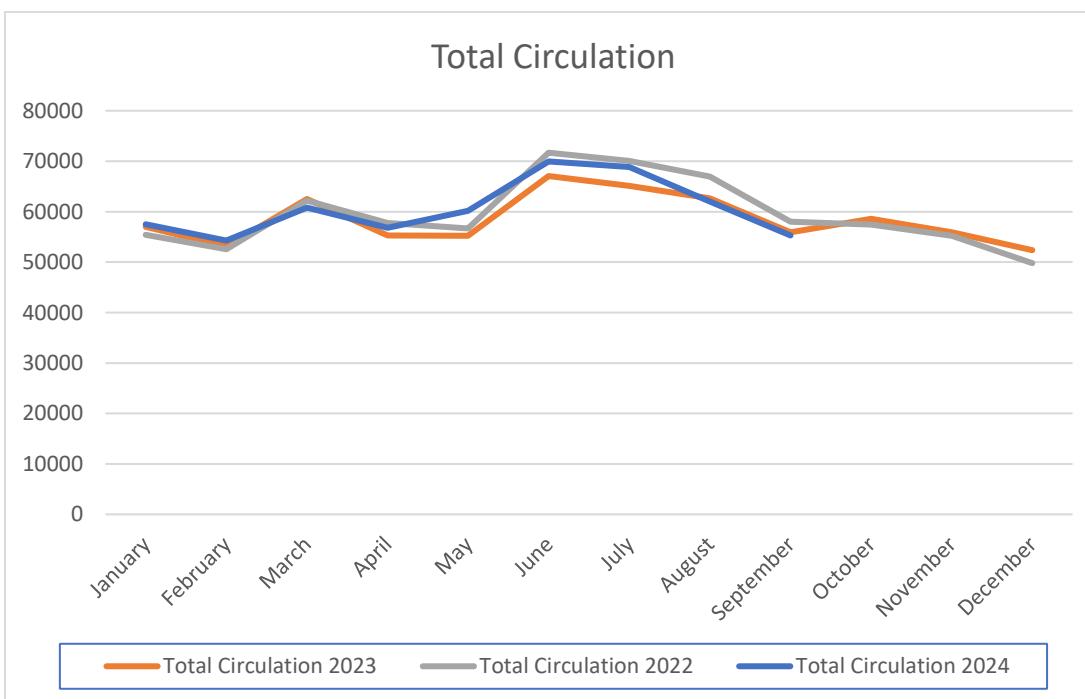
# SEPTEMBER 2024 CIRCULATION REPORT

**By: Beth Schaefer**

**Date: 10/1/24**

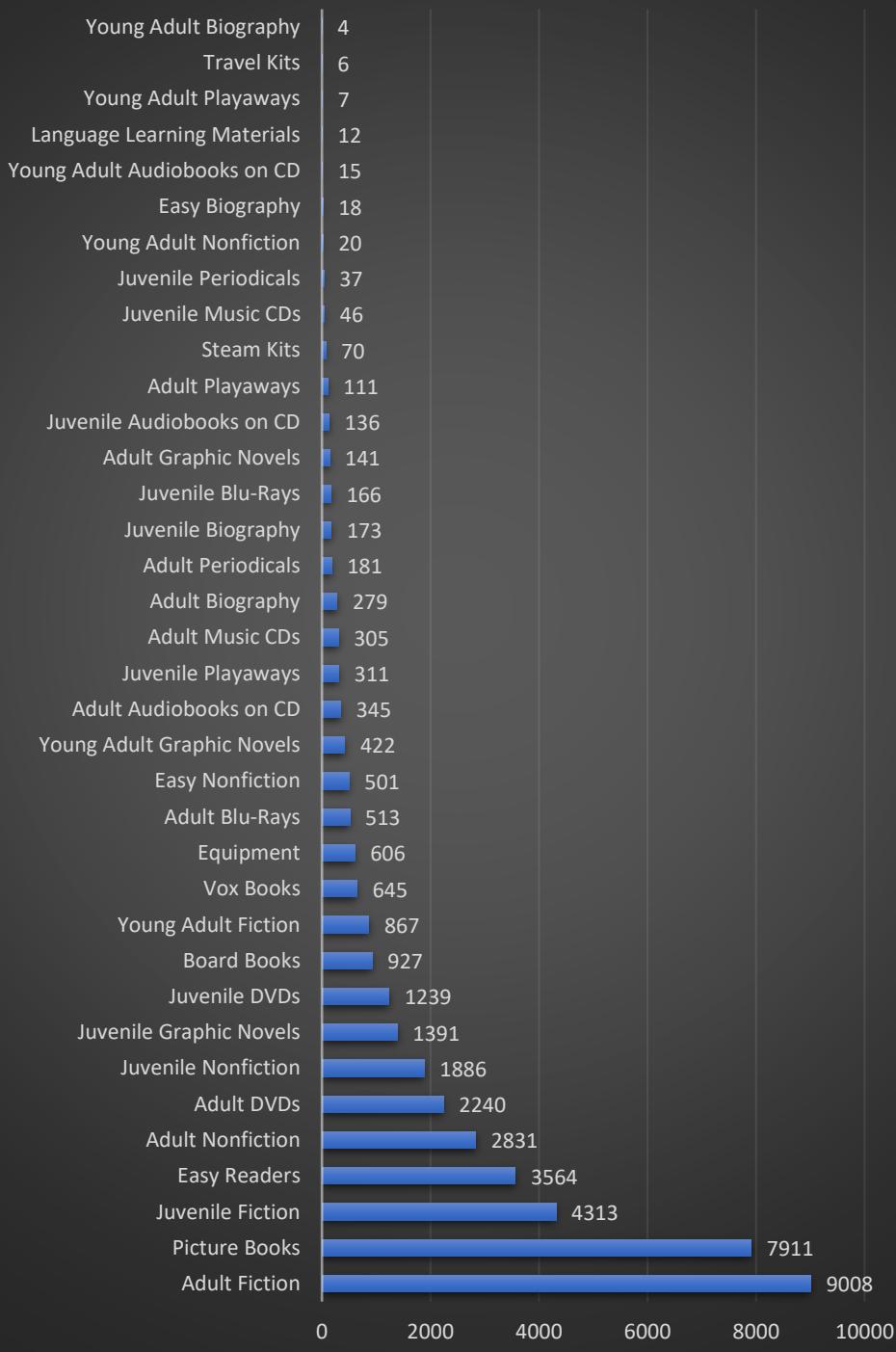
- Our busiest day was September 9 with 1,396 visitors.
- We had 27 volunteers help us for 150 hours in September.
- I attended my third session of ATW Training, Peer to Peer Feedback. “Every day we give and receive feedback as we talk with our teammates. Feedback by nature is our reaction and response to the things happening around us and can be a critical element of success for teams and organizations if done correctly. Done wrong, it can cause confusion, conflict, and chaos.”
  - The final session, Driving Difficult Conversations, is Thursday, October 17, from 1-4 PM. “When people problems arise at work, we have choices. We can manage troublesome situations the way many people do, ignore them. Or we can make a conscious choice to effectively confront issues—even when the issues are complicated, difficult, and lead us out of our comfort zone. In this course, we will show you how to conduct a difficult conversation that leads to improved relationships and increased productivity. You will leave the session with a better understanding of yourself and others and increased confidence when holding a difficult conversation.”
- My last day with the library will be Friday, October 18, after which I will be working at the Johnston Public Library. I appreciate the opportunities the Board and Sam have given me over the last 2.5 years and I look forward to what you can continue to accomplish together. Johnston is never far away if I can be of any assistance after the 18<sup>th</sup>!

|  | September 2024 | September 2023 | Difference  | July 2024 - September 2024 | July 2023 - September 2023 | Difference |
|--|----------------|----------------|-------------|----------------------------|----------------------------|------------|
| <b>Physical Checkouts &amp; Renewals (including Automatic)</b> |                |                |             |                            |                            |            |
| Books  | 35101          | 36452          | -4%         | 121582                     | 122417                     | -1%        |
| Videos   | 4158           | 4697           | -11%        | 15359                      | 15731                      | -2%        |
| Audio  | 1276           | 1281           | 0%          | 4623                       | 4490                       | 3%         |
| Magazines & Other  | 894            | 957            | -7%         | 2539                       | 2763                       | -8%        |
| <b>Total Print Transactions</b>                                | <b>41429</b>   | <b>43387</b>   | <b>-5%</b>  | <b>144103</b>              | <b>145401</b>              | <b>-1%</b> |
| <b>Downloadable Transactions</b>                               |                |                |             |                            |                            |            |
| Ebooks   | 5,355          | 5495           | -3%         | 16,725                     | 17,114                     | -2%        |
| Audiobooks   | 7,013          | 6107           | 15%         | 21,266                     | 18,873                     | 13%        |
| Magazines  | 1456           | 830            | 75%         | 3,836                      | 1,981                      | 94%        |
| Adventure Pass   | 56             | 63             | -11%        | 208                        | 225                        | -8%        |
| <b>Total Downloadable Transactions</b>                         | <b>13,880</b>  | <b>12495</b>   | <b>11%</b>  | <b>42,035</b>              | <b>38,193</b>              | <b>10%</b> |
| <b>Total Circulation (Physical + Downloadable)</b>             | <b>55,309</b>  | <b>55882</b>   | <b>-1%</b>  | <b>186,138</b>             | <b>183,594</b>             | <b>1%</b>  |
| <b>Highlights</b>  |                |                |             |                            |                            |            |
| Steam kits   | 70             | 93             | -25%        | 262                        | 281                        | -7%        |
| WiFi Hotspots  | 9              | 71             | -87%        | 34                         | 203                        | -83%       |
| <b>Residency Checkouts (Print Transactions)</b>                |                |                |             |                            |                            |            |
| City of Ankeny   | 35047          | 37449          | -6%         | 122027                     | 125643                     | -3%        |
| Rural/Unincorporated Polk County                               | 3172           | 2822           | 12%         | 11700                      | 9862                       | 19%        |
| Open Access  | 3028           | 2830           | 7%          | 9843                       | 9610                       | 2%         |
| <b>Total Residency Checkouts</b>                               | <b>41247</b>   | <b>43101</b>   | <b>-4%</b>  | <b>143570</b>              | <b>145115</b>              | <b>-1%</b> |
| <b>Cardholders</b>   |                |                |             |                            |                            |            |
| Basic Access   | 258            | 315            | -18%        | 1015                       | 1104                       | -8%        |
| Temporary  | 10             | 12             | -17%        | 32                         | 34                         | -6%        |
| Organization   |                | 1              | -100%       | 0                          | 1                          | -100%      |
| Online   | 55             | 37             | 49%         | 155                        | 144                        | 8%         |
| <b>Total New Cardholders</b>                                   | <b>323</b>     | <b>365</b>     | <b>-12%</b> | <b>1202</b>                | <b>1283</b>                | <b>-6%</b> |
| <b>Total Active Cardholders</b>                                | <b>28054</b>   |                |             |                            |                            |            |
| <b>Visitors</b>  | <b>29005</b>   | <b>27953</b>   | <b>4%</b>   | <b>103883</b>              | <b>95919</b>               | <b>8%</b>  |



## Circulation by Collection

### September 2024 Print Checkouts and Renewals



| September 2023                           |                       | September 2024        |                          | Year to Date by Age Level |                       | September 2023        |           |
|--|-----------------------|-----------------------|--------------------------|---------------------------|-----------------------|-----------------------|-----------|
|  |                       | Programs              | Attendees                | Programs                  | Attendees             | Programs              | Attendees |
| <b>Early Learners (0-5)</b>              | 43                    | 1658                  | 46                       | 2135                      | 41                    | 1318                  |           |
| <b>School Age (6-11)</b>                 | 2                     | 107                   | 4                        | 284                       | 2                     | 15                    |           |
| <b>Tween/Teen (12-18)</b>                | 10                    | 78                    | 20                       | 192                       | 12                    | 87                    |           |
| <b>Adult (18+)</b>                       | 31                    | 355                   | 80                       | 842                       | 32                    | 269                   |           |
| <b>General Interest</b>                  | 4                     | 41                    | 20                       | 3192                      | 10                    | 1139                  |           |
| <b>Monthly Total</b>                     | <b>90</b>             | <b>2239</b>           |                          |                           | <b>97</b>             | <b>2828</b>           |           |
| <b>Year to Date of All Program Types</b> | <b>174</b>            | <b>6820</b>           |                          |                           | <b>214</b>            | <b>5594</b>           |           |
| <b>Additional services</b>               |                       | <b>September 2024</b> |                          | <b>FY25 Year to Date</b>  |                       | <b>September 2023</b> |           |
| Technology Appointments                  | 11                    |                       | 27                       |                           | 6                     |                       |           |
| Exam Proctoring                          | 3                     |                       | 15                       |                           | 5                     |                       |           |
| Notary Appointments                      | 51                    |                       | 171                      |                           | 59                    |                       |           |
| Patron Computer Usage                    | 1308                  |                       | 4787                     |                           | 1259                  |                       |           |
| Reference Interactions                   | 1564                  |                       | 4024                     |                           | 934                   |                       |           |
| Youth Scavenger Hunt                     | 360                   |                       | 1921                     |                           |                       |                       |           |
| Storytime To-Go Kits                     | 1000                  |                       | 4000                     |                           | 1000                  |                       |           |
| Unique Wireless Usage                    | 5379                  |                       | 16136                    |                           | 7260                  |                       |           |
|  |                       |                       |                          |                           |                       |                       |           |
| <b>Room Usage</b>                        | <b>September 2024</b> |                       | <b>FY25 Year to Date</b> |                           | <b>September 2023</b> |                       |           |
| Children/Teen Program Rooms              | 46                    |                       | 61                       |                           | 50                    |                       |           |
| City Council Chambers                    | 18                    |                       | 63                       |                           | 15                    |                       |           |
| Conference Rooms and Lounge B            | 622                   |                       | 1638                     |                           | 607                   |                       |           |
| Meeting Rooms (A, B, C, ABC, BC)         | 77                    |                       | 216                      |                           | 52                    |                       |           |
| Makerspace                               | 43                    |                       | 93                       |                           | 20                    |                       |           |
| Off-Site /Virtual / Misc.                | 2                     |                       | 9                        |                           | 3                     |                       |           |
| <b>Total Usage</b>                       | <b>808</b>            |                       |                          |                           | <b>747</b>            |                       |           |
| <b>Digital Resources (Included)</b>      |                       | <b>September 2024</b> |                          | <b>FY25 Year to Date</b>  |                       | <b>September 2023</b> |           |
| Ancestry Library Edition                 | 389                   |                       | 723                      |                           | 75                    |                       |           |
| Brainfuse: HelpNow                       | 82                    |                       | 476                      |                           | 26                    |                       |           |
| Brainfuse: JobNow / VetNow               | 10                    |                       | 49                       |                           | 17                    |                       |           |
| Consumer Reports                         | 707                   |                       | 2208                     |                           | 39                    |                       |           |
| Heritage Quest                           | 201                   |                       | 634                      |                           | 119                   |                       |           |
| Hoopla                                   | 1169                  |                       | 3400                     |                           | 619                   |                       |           |
| Library Speakers Consortium              | 1680                  |                       | 4395                     |                           | 392                   |                       |           |
| Lote4Kids                                | 17                    |                       | 66                       |                           | 59                    |                       |           |
| New York Times Online                    | 575                   |                       | 1760                     |                           | 576                   |                       |           |
| Novelist K-8                             | --                    |                       | 0                        |                           | --                    |                       |           |
| Novelist Plus                            | 161                   |                       | 420                      |                           | 20                    |                       |           |
| Novelist Select                          | 622                   |                       | 1805                     |                           | 339                   |                       |           |
| Reference Solutions                      | 156                   |                       | 174                      |                           | 6                     |                       |           |
| ValueLine                                | 1486                  |                       | 4687                     |                           | 1504                  |                       |           |
| <b>Digital Resources (Not Included)</b>  |                       |                       |                          |                           |                       |                       |           |
| Niche Academy                            | 26                    |                       | 88                       |                           | 34                    |                       |           |
| <b>Total Usage (Included Only)</b>       | <b>7255</b>           |                       | <b>20797</b>             |                           | <b>3791</b>           |                       |           |

## Youth Services (Kelly Munter, Brittany Burk)

### Summary

Our regular fall events have resumed and we've had a blast. We've had great numbers at all of our events so far, especially at our K-5 events, which has been a pleasant surprise. Our two story-time themes this month were Princesses & Dragons and Author Jan Thomas. All of the Story Time To-Go kits are gone too. Last year our statistics didn't accurately portray our turnout due to the change in state reporting, so we wanted to include a breakdown here. This is how many patrons we saw in our early-learner and school-age events this month:

Week 1 – 313 (closed Monday for the holiday)

Week 2 – 458

Week 3 – 457

Week 4 – 448

**Total patrons at events this month: 1676**

Scavenger Hunts:

September Theme: 156

Jan Thomas Theme: 204

**Total participants completing the scavenger hunt: 360**

### **Evening Family Legos**

Abby W. is doing a wonderful job with a new Family Lego Club. She holds this once a month and encourages patrons to free-build or follow a prompt. Our event is different from other communities in that she takes photos of the kids with their creations and displays them proudly on the wall, since we don't have space to display the actual Lego creations. She had 28 attend this event, which is wonderful! It can be hard to get patrons into the library for an evening event.



### **School-Age Events**

Family Bingo, K-5 Maker Crew and K-5 Taste-It Tuesday were all a hit this month. In Maker Crew we had kids diamond paint princess water bottle stickers. We also held an Apple Edition of Taste-It Tuesday, where kids tried apple pie, sparkling apple cider, apple pretzels, freeze-dried apples, and more! They ranked how well they liked all that they tried.



## Passive Programs & Early-Literacy Displays

We put out a new fall sticker scene, balloon arch, fall counting scavenger hunt, and misc. decor.



## Goals

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

- Finalize the November calendar
- Finish formatting the November Story Stroll book and put it out
- Complete scavenger hunts for November and December
- Continue putting on great fall events for early learners and school-age kids
- Look at winter programming needs and special events

## Adult Services (Justin Armbruster)

In September, we hosted an event called Making the Most of Medicare. I had been receiving many questions from patrons about when we were going to host another Medicare seminar, so I was happy I was able to schedule such a desired program for the community. Though it was not through our usual Medicare presenters SHIIP, they did an excellent job and the attendees were very thankful. Additionally, our Social Chess program has been seeing tremendous growth and might outgrow the makerspace soon if the trend continues. My goals for November include purchasing all the materials needed for our Book Jar program. It requires several items for each participant, so we want to make sure everything arrives in time. Further, I would like to find a few videos for patrons to help train them on the Cricut station in the makerspace.

In terms of frustrations this month, I did not experience many. I took several PTO days and my co-workers stepped in and executed all the programs taking place while I was gone seamlessly. It was a relief knowing I could trust them to take care of all the set-up and clean up duties while I was away.

## Acquisitions/Cataloging Report – September 2024

As with many other consumer goods, inflation continues to be an impact when it comes to purchasing power. We continue to spend the same dollar amounts but receive fewer books in return. An example of the change in MSRP for books (from which our discounts with vendors apply) – a typical hardcover non-fiction now costs \$40.00 when just a few years ago it cost \$29.99. YA materials have had the biggest overall consistent jump, increasing from typically \$15.99 up to \$21.99. We typically receive a negotiated 43.5% discount on MSRP from the big 5 publishers, so that helps absorb the increase, but there is still a hit to our growth.

| <b>Print Collections</b> | <b># Added</b> | <b>A/V Collections</b>  | <b># Added</b> |
|--------------------------|----------------|-------------------------|----------------|
| Adult Biography          | 21             | Adult Audio Books       | 12             |
| Adult Fiction            | 395            | Adult Blu-Rays          | 15             |
| Adult Graphic Novels     | 6              | Adult DVDs              | 27             |
| Adult Non-Fiction        | 138            | Adult Music CDs         | 10             |
|                          |                | Adult Playaways         | 11             |
| Picture books            | 54             |                         |                |
| Board books              | 17             | Juvenile Audio Books    | 1              |
| Easy Non-fiction         | 0              | Juvenile Blu-rays       | 5              |
| Easy Readers             | 29             | Juvenile DVDs           | 11             |
| Vox Books                | 2              | Juvenile Music CDs      | 0              |
|                          |                | Juvenile Playaways      | 5              |
| Juvenile Biography       | 7              |                         |                |
| Juvenile Fiction         | 103            | Young Adult Audio Books | 1              |
| Juvenile Graphic Novels  | 27             | Young Adult Playaways   | 0              |
| Juvenile Nonfiction      | 17             |                         |                |
|                          |                | <b>Totals</b>           | <b>98</b>      |
| YA Biography             | 0              |                         |                |
| YA Fiction               | 63             |                         |                |
| YA Graphic Novels        | 21             |                         |                |
| YA Nonfiction            | 0              |                         |                |
|                          |                |                         |                |
| <b>Totals</b>            | <b>900</b>     |                         |                |

### Twelve Month Comparative Totals

|              | <b>9/23</b> | <b>10/23</b> | <b>11/23</b> | <b>12/23</b> | <b>1/24</b> | <b>2/24</b> | <b>3/24</b> | <b>4/24</b> | <b>5/24</b> | <b>6/24</b> | <b>7/24</b> | <b>8/24</b> |
|--------------|-------------|--------------|--------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Print</b> | 820         | 1045         | 728          | 557          | 813         | 688         | 897         | 685         | 755         | 767         | 611         | 979         |
| <b>A/V</b>   | 115         | 89           | 165          | 109          | 96          | 101         | 99          | 92          | 106         | 78          | 154         | 140         |