



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, February 19, 2023
Regular Meeting: 6:00 p.m.
Location: City Council Chambers - Library

AGENDA

Agenda Item	Discussion Points
I. Call to Order	
II. Public Comment	
III. Approval of Minutes	A. January 19, 2023
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Policy/Procedure Review	A. Library Board of Trustees Bylaws
VI. Strategic Plan	
VII. Director's Report – Sam Mitchel	
VIII. Department Reports	A. Circulation – Beth Schaefer B. Public Services – Holly Sealine 1. Adult Services – Justin Armbruster 2. Teen Services – Amanda Bellis 3. Children Services – Kelly Munter, Brittany Burk C. Acquisitions – Evan Anderson
IX. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
X. Friends of the Library (<i>Update</i>)	
XI. Old Business	
XII. New Business	A. Upcoming Trustee Vacancies B. Library Accreditation
XIII. Adjourn	A. Next Meeting: March 16, 2023

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

Thursday, January 19, 2023

Regular meeting: 6 p.m.

Location: City Council Chambers - Library

Present: Tamara Fujinaka, Gene Lucht, John Meyer, Miranda Piepho, Heather Stephenson, and Michael Wiser

Staff: Sam Mitchel, Holly Sealine

Topic	Discussion
Call to Order	Wiser called the meeting to order.
Approval of Minutes	Motion made by Meyer to approve the November 2022 meeting minutes. Second by Fujinaka. Motion passed unanimously.
Public Comments	
Consent Agenda	<p>Sam Mitchel, Director, presented the Financials.</p> <ul style="list-style-type: none">• Run Rate = 50%• Library Books and Reference Materials have increased in cost slightly.• Building Maintenance Supplies remains steady.• Sam made some adjustments (some office supplies were instead filed as program supplies).
Policy/Procedure Review	<p>Reconsideration Policy</p> <ul style="list-style-type: none">• This was discussed at November meeting – comment was made how we choose community members to serve on this committee. Sam added a line to the policy that states, “Community members will be chosen from an annual pool of patrons that agree to serve for any challenges during the calendar year.”• Sam may approach frequent patrons or they could volunteer to be added to the pool.• Stephenson made motion to approve. Meyer seconded. Approved unanimously.
Strategic Plan	
Director’s Report	<p>Sam Mitchel, Director</p> <ul style="list-style-type: none">• Library participated in Dazzling in the District – we plan to continue our involvement.<ul style="list-style-type: none">○ Wiser commented – is city making accommodations in staffing and overtime since this is an extra ask of the employees. Sam responded that the city was very accommodating. City has padded the pay for this type of event for part-timers. Full-time employees seem to flex their time.• Budget information was submitted. Sam presents to Mayor/city council on 1/20.• There is a new website – staff has had quite a bit of training on this.• Sam completed personal 3-year accreditation. Sam will begin work on library’s 3-year accreditation.
Department Reports	
Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	

Topic	Discussion
Emerging Trends	
Friends of the Library (Update)	Group has been having an issue getting a quorum to show up. Gene, Tami will attend from the board.
Old Business	
New Business	<p>2023 Holiday/Closing Schedule</p> <ul style="list-style-type: none"> • New Year's Day: Sunday and Monday, Jan. 1 and 2 • Martin Luther King Jr. Day: Monday, Jan. 16 • Easter: Sunday, April 9 • Staff Training: Monday, May 12 • Memorial Day: Monday, May 29 • Independence Day: Tuesday, July 4 • Labor Day: Monday, Sept. 4 • Day before Thanksgiving: Wednesday, Nov 22. Close at 5 p.m. • Thanksgiving: Thursday and Friday, Nov. 23 and 24 • Christmas: Sunday, Monday, and Tuesday, Dec. 24, 25, and 26 <p>Motion to approve by Lucht. Second by Stephenson. Unanimously approved.</p>
Professional Development	Trustees have been taking cybersecurity training through KnowB4.
Adjourn	<p>Next meeting: February 16, 2023</p> <p>Motion to adjourn made by Stephenson. Second by Lucht.</p>

Respectfully submitted, Miranda Piepho, Secretary

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2023 Expenditure Report

		FY 2020	FY 2021	FY 2022	FY23	As of	FY 2023	%
		Actual	Actual	Actual	Budget	January 31, 2023	Balance	Expended
							Remaining	
Personal Services								
Salaries and Wages	4101	504,615.35	544,747.48	627,972.10	692,396.00	391,055.92	301,340.08	56.48%
Overtime Wages	4102	319.66	283.81	46.86	1,000.00	250.99	749.01	25.10%
Temporary Wages	4103	456,251.90	606,108.72	709,232.30	801,000.00	435,213.27	365,786.73	54.33%
Longevity	4109	3,653.70	3,884.46	2,557.59	2,808.00	1,538.40	1,269.60	54.79%
FICA	4116	72,187.96	87,200.71	100,504.98	114,919.00	62,513.72	52,405.28	54.40%
IPERS	4117	91,070.90	108,664.10	120,765.39	141,336.00	74,472.04	66,863.96	52.69%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	2,884.65	2,115.35	57.69%
Employee Insurance	4120	114,573.73	120,467.00	104,591.00	121,108.00	62,273.55	58,834.45	51.42%
Workers Compensation	4122	1,169.00	886.00	1,243.00	1,255.00	1,303.00	(48.00)	103.82%
Total Personal Services		<u>1,248,842.26</u>	<u>1,477,242.34</u>	<u>1,671,913.28</u>	<u>1,880,822.00</u>	<u>1,031,505.54</u>	<u>849,316.46</u>	<u>54.84%</u>
Contractual Services								
Consulting and Management	4211	2,953.00	0.00	0.00	0.00	0.00	0.00	
Legal and Recording Services	4212	0.00	0.00	0.00	500.00	495.00	5.00	99.00%
Financial Services	4214	1,896.46	1,582.18	2,693.41	3,000.00	1,553.91	1,446.09	51.80%
Computer Services	4215	45,170.30	74,297.70	78,070.91	59,376.00	33,841.27	25,534.73	56.99%
Waste Management Services	4224	1,399.65	924.65	1,004.92	1,000.00	409.30	590.70	40.93%
Land and Tree Services	4227	1,658.43	1,916.16	1,975.35	5,000.00	1,346.91	3,653.09	26.94%
Communications	4244	6,195.48	3,752.33	5,819.90	10,580.00	4,841.29	5,738.71	45.76%
Electric Charges	4247	39,475.57	65,030.22	58,142.88	79,000.00	37,272.43	41,727.57	47.18%
Natural Gas Charges	4248	3,503.51	51.76	0.00	0.00	0.00	0.00	
General Insurance	4251	15,954.00	52,398.00	60,584.47	65,405.00	69,254.39	(3,849.39)	105.89%
Dues, Memberships, and Licenses	4261	1,009.00	1,504.00	35,106.14	43,650.00	20,844.61	22,805.39	47.75%
Training and Education	4265	69.00	5,129.00	1,295.75	3,300.00	835.00	2,465.00	25.30%
Travel	4266	122.19	0.00	49.50	1,250.00	1,258.26	(8.26)	100.66%
Meetings and Food	4269	125.44	332.34	255.60	500.00	92.98	407.02	18.60%
Building Maintenance Services	4270	55,707.26	102,704.12	112,584.88	125,000.00	64,992.30	60,007.70	51.99%
Electronic Services	4273	4,677.44	4,402.84	3,734.45	6,000.00	2,320.66	3,679.34	38.68%
Other Repair Services	4289	0.00	0.00	0.00	2,000.00	0.00	2,000.00	
Special Program/Event Services	4292	5,245.75	4,416.00	9,246.50	11,000.00	5,526.00	5,474.00	50.24%
Postage and Shipping	4296	1,905.00	2,353.23	783.80	5,000.00	1,939.98	3,060.02	38.80%
Refunds	4297	2,438.75	837.50	4,871.42	5,000.00	2,406.25	2,593.75	48.13%
Total Contractual Services		<u>189,506.23</u>	<u>321,632.03</u>	<u>376,219.88</u>	<u>426,561.00</u>	<u>249,230.54</u>	<u>177,330.46</u>	<u>58.43%</u>
Commodities								
Office Supplies	4310	8,705.46	8,101.81	9,339.11	11,000.00	5,711.36	5,288.64	51.92%
Periodicals	4315	9,868.86	9,102.66	7,508.09	9,000.00	7,287.46	1,712.54	80.97%
Office Equipment and Furniture	4319	119.96	0.00	0.00	6,000.00	0.00	6,000.00	
Medical and First-Aid Supplies	4333	33.10	0.00	6.86	200.00	0.00	200.00	0.00%
Special Programs/Events Supplies	4343	5,697.07	12,183.14	14,954.59	12,000.00	6,433.62	5,566.38	53.61%
Circulation Materials	4344	3,979.82	7,507.40	19,777.92	23,000.00	6,161.67	16,838.33	26.79%
Library Books/Reference Materials	4345	142,213.93	147,712.53	148,751.34	149,000.00	89,493.51	59,506.49	60.06%
Multimedia Materials	4346	76,779.84	75,153.38	77,659.07	86,000.00	57,404.29	28,595.71	66.75%
On-Line Subscriptions	4347	13,523.20	9,503.92	20,574.04	19,000.00	20,809.28	(1,809.28)	109.52%
Minor Equipment	4354	2,404.51	24,613.69	16,574.88	11,700.00	698.26	11,001.74	5.97%
Building Maintenance Supplies	4380	9,495.72	8,720.88	15,998.79	14,000.00	10,659.03	3,340.97	76.14%
Total Commodities		<u>272,821.47</u>	<u>302,599.41</u>	<u>331,144.69</u>	<u>340,900.00</u>	<u>204,658.48</u>	<u>136,241.52</u>	<u>60.03%</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>1,711,169.96</u>	<u>2,101,473.78</u>	<u>2,379,277.85</u>	<u>2,648,283.00</u>	<u>1,485,394.56</u>	<u>1,162,888.44</u>	<u>56.09%</u>
FTEs								
		<u>22.85</u>						

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2023 Revenue Report

		FY 2020	FY 2021	FY 2022	FY 2023	As of	FY 2023	%
		Actual	Actual	Actual	Budget	January 31, 2023	Balance	Received
							Remaining	
Commissions	3415	0.00	337.74	467.02	300.00	180.74	119.26	60.25%
Lease/Rent Payments	3420	0.00	0.00	0.00	0.00	0.00	0.00	
Facility Rental	3422	3,468.75	3,015.95	29,994.15	7,000.00	45,750.00	(38,750.00)	653.57%
Equipment Rental	3423	0.00	0.00	0.00	0.00	0.00	0.00	
County Library Contribution	3503	130,444.00	135,316.00	150,776.00	156,644.00	138,963.00	17,681.00	88.71%
Other Local Contributions	3509	0.00	0.00	5,000.00	0.00	0.00	0.00	
State Library Open Access	3516	11,140.99	9,610.66	14,629.69	14,630.00	12,130.41	2,499.59	82.91%
Operating Grants	3517	13,423.45	14,111.86	16,430.18	16,430.00	16,856.61	(426.61)	102.60%
Operating Grants	3537	0.00	0.00	5,000.00	0.00	0.00	0.00	
Special Program Fees	3615	0.00	0.00	0.00	0.00	0.00	0.00	
Copy Charges	3691	5,226.45	4,712.40	8,890.05	8,000.00	5,751.04	2,248.96	71.89%
Miscellaneous Service Charges	3699	1,656.70	1,411.45	1,335.51	2,000.00	677.00	1,323.00	33.85%
Salvage Sales	3822	0.00	0.00	0.00	0.00	0.00	0.00	
Other Sales	3829	402.15	406.56	308.00	400.00	233.18	166.82	58.30%
Private Contributions	3831	0.00	0.00	0.00	0.00	0.00	0.00	
Refunds	3841	79.00	2,369.12	0.00	0.00	152.84	(152.84)	
Rebates	3842	0.00	28.11	0.00	0.00	250.92	(250.92)	
Other Reimbursements	3849	0.00	0.00	502.71	0.00	0.00	0.00	
Library Fines	3861	29,139.33	19,374.03	20,924.23	20,000.00	11,094.06	8,905.94	55.47%
Lost Materials	3868	1,919.51	3,400.58	4,758.18	4,000.00	1,799.09	2,200.91	44.98%
Legal Settlement/Damages	3869	1,461.17	2,028.37	2,567.08	2,000.00	1,073.41	926.59	53.67%
Overages/Shortages	3891	149.79	189.44	74.17	0.00	73.37	(73.37)	
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00	
Total Revenues		198,511.29	196,312.27	261,656.97	231,404.00	234,985.67	(3,581.67)	101.55%

Director's Report January 2023

I. Facility/Operations

- Library closed the 1st for New Year's Day and 16th for MLK JR Day.
- 1/25: Meeting Room Policy discussion with Jennifer Sease.

II. Budget

- 1/19: Budget discussion with City Administration Team
- 1/20: Budget presentation to Mayor and Council Members

III. Staff

- 1/21: Staff had a potluck with families and friends.
- 1/25: Staff participated in the City employee luncheon. Shelly Clay, library associate, was recognized for 25 years of service.

IV. Marketing/Communication

During the month of January library staff has utilized the following avenues to market and communicate resources, services, and other information. Relationship building and fostering of opportunities is represented as well.

Resources	Services	Information	Relationship
<ul style="list-style-type: none">• New acquisitions & staff picks via eNewsletter	<ul style="list-style-type: none">• ILL services via eNewsletter	<ul style="list-style-type: none">• January programs via social media, eNewsletter, lobby digital display, calendars.• Teen Programs via Ankeny Living	<ul style="list-style-type: none">• 1/10, 24: City Departments meeting• 1/5: Participated in Friends meeting• 1/11: Ankeny Real Estate Group meeting to discuss short videos highlighting library services

Samuel Mitchel



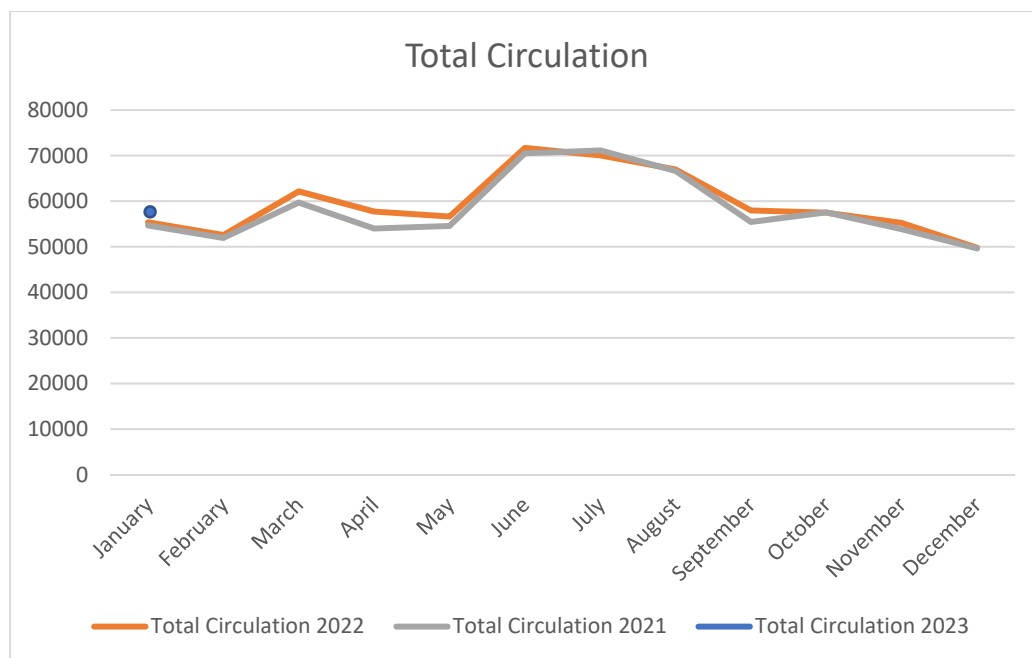
JANUARY 2023 CIRCULATION REPORT

By: Beth Schaefer

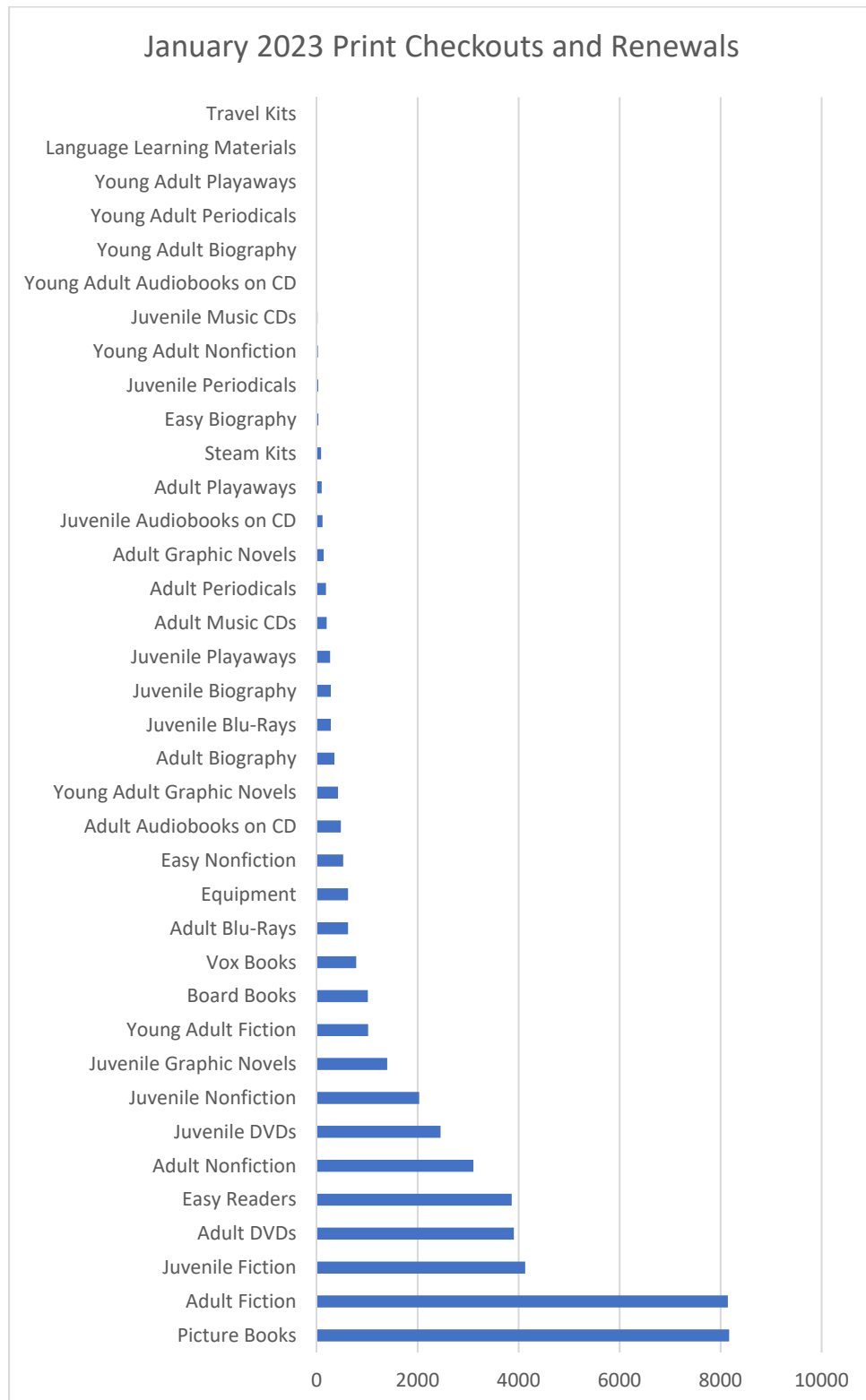
Date: 2/1/23

- A lot of January was spent with Holly and I getting the library's new website set up and ready to go. Check it out at ankenylibrary.org.
- Total print and digital circulation is the highest it's been in 3 years! While print checkouts stayed relatively unchanged from last January, digital checkouts are greatly increasing.
- Our busiest day in January was the 26th. We had 1,575 visitors – 700 of whom came to the Bluey Party held by the children's librarians, Brittany and Kelly!
- We had 33 volunteers help us for 185.5 hours in January.

	January 2023	January 2022	Difference	July 2022 - January 2023	July 2021 - January 2022	Difference
Physical Checkouts & Renewals (including Automatic)						
<i>Books</i>	35468	35861	-1%	270896	274014	-1%
<i>Videos</i>	7266	7869	-8%	54762	59395	-8%
<i>Audio</i>	1199	1323	-9%	9663	11180	-14%
<i>Magazines & Other</i>	935	767	22%	6120	5271	16%
Total Print Transactions	44868	45820	-2%	341441	349860	-2%
Downloadable Transactions						
<i>Ebooks</i>	5,629	4817	17%	33,862	28,638	18%
<i>Videos</i>	0	4	-100%	0	4,753	-100%
<i>Audiobooks</i>	5,800	4226	37%	35,261	23,553	50%
<i>Magazines</i>	682	493	38%	3,548	2,563	38%
<i>Adventure Pass</i>	35	26	35%	389	311	25%
Total Downloadable Transactions	12,146	9566	27%	73,060	59,818	22%
Total Circulation (Physical + Downloadable)	57,014	55386	3%	414,501	409,678	1%
Highlights						
<i>Steam kits</i>	89	46	93%	512	421	22%
<i>WiFi Hotspots</i>	77	78	-1%	491	393	25%
Residency Checkouts (Print Transactions)						
<i>City of Ankeny</i>	39185	39818	-2%	299446	307269	-3%
<i>Rural/Unincorporated Polk County</i>	2794	2800	0%	20807	19520	7%
<i>Open Access</i>	2889	3202	-10%	21188	23071	-8%
Total Residency Checkouts	44868	45820	-2%	341441	349860	-2%
Cardholders						
<i>Basic Access</i>	307	260	18%	2229	1932	15%
<i>Temporary</i>	10	10	0%	94	153	-39%
<i>Online</i>	62	48	29%	375	339	11%
Total New Cardholders	379	318	19%	2698	2424	11%
Total Active Cardholders	24943					
Visitors						
	25461	20498	24%	199346	166424	20%



Circulation by Collection





Public Services Report - January 2023

Public Services Summary: (written by Holly Sealine)

Accomplishments:

- Worked with Beth to create a new library website which was released in mid-January. There is still work to do, but for the most part everything is there with the addition of lots of new information for the public.
- Worked with programming staff to start the summer library program planning including setting up a meeting with Communications Department for marketing materials.
- Worked with Beth and Sam to revise the Meeting Room Policy, and have now passed it off to Jennifer Sease (and city leadership) for their review. Hopefully we can get many of the changes, which mostly simplified and clarified language for the general public, as well as recommended removing the different price points for days of the week. Service does not change between Mon.-Thurs. vs. Fri-Sun.; and therefore, we should not have different rates.

Upcoming Goals:

- By the end of February, have a revised room rental policy approved by City Council and ready for review at the next board meeting.
- By the end of February, review job descriptions for FT staff at the library and send it over to HR for review.
- By the end of February, have a plan in place including meeting with Justin for adult programming and expectations (written down). I would like to see us have more of a presence during programs (not all, but more than we do).
- By the end of February, catch up on January and February Reviews.
- By end of February, create the AV and Information packets for room rentals. Also have the black cabinet organized and labeled in hallway near catering closet.
- By the March Board meeting, review the marketing and communications plan, previously approved by the Board of Trustees in 2019. Figure out how we can ensure the plan is being properly implemented.



Public Services Report - January 2023

Statistics:

January 2022	January 2023			January 2022	
	Programs	Attendees		Programs	Attendees
Baby/toddler (0-5)	23	2275		50	892
Youth (6-11)	5	63		8	101
Teen (12-18)	8	67		6	38
Adult (18+)	17	389		17	157
General interest (all ages)	6	101		5	94
Monthly Total	59	2895		86	1282
Year to Date	420	18521		410	8706
Additional services	January 2023		FY23 Year to Date	January 2022	
Technology Appointments	2		55	5	
Exam proctoring	1		101	--	
Notary appointments	25		266	36	
Patron computer usage	1310		9639	1241	
Reference Interactions	15		62	--	
Unique wireless usage	6820		45268	4526	
Room Usage	January 2023		FY23 Year to Date	January 2022	
Children/Teen Program Rooms	54		282	67	
City Council Chambers	18		127	17	
Conference, Lounge B and Study Rooms	565		4404	402	
Meeting Rooms (A, B, C, ABC, BC)	64		376	33	
Makerspace	41		253	6	
Off-Site /Virtual / Misc.	5		87	3	
Total Usage	747		5529	528	
Digital Resources	January 2023		FY23 Year to Date	January 2022	
Ancestry Library Edition	238		2724	700	
Brainfuse: HelpNow	58		3179	27	
Brainfuse: JobNow / VetNow	8		78	33	
Consumer Reports	806		2835	713	
Heritage Quest	76		854	84	
Hoopla	354		2656	403	
New York Times Online	799		3251	135	
Niche Academy	45		776	--	
Novelist K-8 (Reader's Advisory)	--		12	--	
Novelist Plus (Reader's Advisory)	3		196	19	
Novelist Select (Reader's Advisory)	367		1057	--	
Reference Solutions	28		105	10	
Transparent Language	24		140	12	
ValueLine	1451		9754	1081	
Total Usage	4257		27617	3217	

Last Updated: 2/13/2023

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Public Services Report - January 2023

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

January Highlights:

Summary

We saw record numbers for youth program attendance this January! This time last year we can remember certain sessions having zero to very few attendees, but the cold weather hasn't stopped our families!

Bluey Party

We were SHOCKED to see how many attendees we had at our Bluey Party. We had at least 700 people here to complete a craft, get a tattoo, complete two scavenger hunts, and watch Bluey episodes. We have officially grown out of using just the children's program room. Our next party will also have to be in meeting rooms ABC.



Ankeny Art Center Presents: Intro to Drawing

14 K-5th graders came to our free drawing class! Ankeny Art Center did such a wonderful job. They taught us how to play a drawing game. My family and I have already played it several times since the class.





Public Services Report - January 2023

Friday Flicks & Sips

We had great participation for our Friday Flicks & Sips program this month with 90 people in attendance to watch Bluey episodes! Porchlight Coffee donated some delicious coffee for us.

Maker Crew

Kids could make whatever they wanted out of marshmallows this month! We had some animals and Pokémon characters set up as examples. The kids had a blast with this and we loved to see the creativity.

Family Bingo for Books

Family Bingo for Books is still a hit! 64 participants joined us. The FRIENDS gave us vouchers for adults to select a book from Novel Findings when they win. Participants loved this option.

MARSHMALLOW MAKER CREW!

What will you make out of marshmallows?



Tuesday,
January 3
3:45 - 4:30 PM
K-5th Grade

ANKENY-KENDALL
PUBLIC LIBRARY

Upcoming Goals:

Our biggest goal is to continue planning spring break, spring programs, and the summer library program. There is so much to do right now, but we love staying busy.

- Finalize March calendar
- Work on new partnership opportunities with Uptown Ankeny, Ankeny Real Estate Group, and Passions Studios
- Spring Break plans & Mario Escape Rooms
- Mario Party
- Summer Library Program



Teen Services Update: (written by Amanda Bellis)

January Highlights:

It has been a pretty good start to the year, teen program-wise. Tween Time is starting to attract attention, with a few new attendees this month, and I see double-digit numbers registered for February so I'm looking forward to seeing how it continues to grow. While I did have to cancel one of the sessions this month due to bad weather, everyone who attended the Tween Time Button Making program had a great time, and everyone wanted to finish "just one more" button before leaving.

I've made some changes to teen program scheduling and marketing this month, including offering programs on Monday evenings and being clear in my program names and descriptions. Those changes have definitely helped, as I've had double digits at both my DIY Pillows and Blind Taste Test: Oreo Edition programs this month. I plan to continue this schedule and marketing strategy in the Spring.

Speaking of Spring, this month I set a tentative schedule for Spring programs after consulting with my small but mighty TAG teens. I've created draft calendar events to make sure the rooms I need are reserved, and have already started creating graphics as well.

My other big project this month was updating the reader's advisory bookmarks for the young adult section. This has been on the backburner for a while, but I had a solid starting place for several of them from my lists of YA display books, and I took the time to dive in and create/update a total of 15 lists. These are a helpful resource for patrons who are looking for recommendations, as well as to staff who might not be as familiar with the section, as it allows them to quickly point a patron toward some titles they might like.

I attended a few professional events this month. The Iowa Library Association Board met in person for the first time in a couple of years, and we had a long but highly productive meeting of planning for the new year, discussing ILA finances, and exploring ideas for encouraging more involvement/engagement from all of ILA's membership.

I also attended a few sessions of the Iowa Libraries Online Conference. I appreciated the ease of attending, as a virtual conference does not require travel and allows me to attend the sessions I'm interested in, while also taking a break for other work as appropriate. This year's conference focused on productive partnerships, and I was particularly interested in sessions related to ISU Extension and partnership with schools during the summer.

Makerspace usage has been steady, and always feels either feast or famine. I had a couple of especially busy makerspace days this month, and my appointment and reference numbers are included.



Public Services Report - January 2023

Upcoming Goals:

- Several things popped up this month so I didn't quite get to working on new signage for the makerspace yet, so that goal is still on my list for February. I'm planning to see how many acrylic holders we have so I know whether we need to order more, as the signs will look much nicer in those.
- Fully dive into planning for Summer. I already have some ideas bouncing around, and I'm working on some plans with Kelly and Brittany for tween and/or all ages programs, but I want to have a tentative schedule set soon so I can start working on Summer materials as soon as we have a template from City Communications.





Public Services Report - January 2023

Adult Services Update: (written by Justin Armbruster)

January Highlights:

In January, we hosted a very successful virtual program, Eat This, Not That presented by registered dietician Jill Patterson. Over 20 people attended the program via Zoom, which is a significant increase in attendance from her last virtual program. Not only was it well attended, Jill did a stellar job of keeping the participants engaged and well informed. I will definitely try to schedule her again for one of the other programs she offers. I also attended five sessions of the virtual Iowa Libraries Online Conference and received several good pieces of information. I mostly focused on sessions related to building community relationships. I also created three training videos for our Niche Academy account. They cover the sound booth in our makerspace, including the hardware and software, in addition to tips for making the recording sound better. Additionally, I also posted a link to a video made by someone else concerning transferring VHS to digital.

Upcoming Goals:

Next month, I have another virtual program called The History of the Hershey Chocolate Company presented by Laura Keyes. I have not done a program with her before, but she came highly recommended. Currently, we have over 20 people registered for it. I also plan on recording another makerspace training video for our vinyl and cassette conversion station.

Acquisitions/Cataloging Report – January 2023

We attempt to predict demand on popular items by paying attention to the size of print runs, the size of marketing budgets and the amount of media attention. Generally speaking, the greater any of those metrics, the higher the demand among our patrons. Sometimes, even taking into consideration these metrics, we fail to fully predict interest. Prince Harry's memoir is an example. It was expected to be big, and we ordered numerous copies, but it became, overnight, one of the best-selling books of all time and demand has skyrocketed. Even the publisher seems to have been caught off guard as libraries and bookstores are all waiting for new print runs.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	22	Adult Audio Books	6
Adult Fiction	240	Adult Blu-Rays	10
Adult Graphic Novels	8	Adult DVDs	39
Adult Non-Fiction	131	Adult Music CDs	9
		Adult Playaways	1
Picture books	21		
Board books	33	Juvenile Audio Books	0
Easy Non-fiction	9	Juvenile Blu-rays	1
Easy Readers	25	Juvenile DVDs	1
Vox Books		Juvenile Music CDs	1
		Juvenile Playaways	3
Juvenile Biography	2		
Juvenile Fiction	49	Young Adult Audio Books	0
Juvenile Graphic Novels	20	Young Adult Playaways	2
Juvenile Nonfiction	8		
		Totals	73
YA Biography	0		
YA Fiction	90		
YA Graphic Novels	18		
YA Nonfiction	2		
Totals	678		

Twelve Month Comparative Totals

	1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22
Print	795	601	1193	945	777	831	857	892	816	908	575	565
A/V	120	90	190	175	137	114	101	160	185	113	69	132

Ankeny Kirkendall Public Library Board of Trustees
Ankeny, Iowa
Bylaws

I. Name and Purpose

- A. The Ankeny Kirkendall Public Library Board of Trustees, hereafter referred to as the Board.
- B. Pursuant to the requirements of Ordinance #112 the Board of Library Trustees of the City of Ankeny shall consist of seven (7) members appointed by the Mayor of the city and confirmed by the Council of said city.
- C. The Board will comply with the Iowa Code in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance.

II. Board Meetings

- A. The Board shall meet on the third Thursday of each calendar month at 6:00pm in the library's meeting room or such other time and place as the Board may determine.
- B. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two (2) members of the Board. All members of said Board shall be notified prior to the meeting.
- C. A quorum at any meeting shall consist of four (4) or more Board members.
- D. The Board will conduct its meetings according Iowa Code (Chapter 21) and to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.
- E. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.
- F. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.

III. Officers and Committees

- A. Officers of the Board shall be the Board President, Vice-President and Secretary. The term of office shall be for one year coinciding with the fiscal year. They shall be elected at the first regular monthly meeting in July of the fiscal year over which they will preside. They shall remain in office until their successors are elected. The maximum office tenure in one specific office shall be two (2) years unless otherwise determined by a majority of the Board.
- B. The duties of all officers shall be such by custom and law and the rules of the Board usually revolve upon such officers in accordance with the names. The President shall be ex-officio, a member of all standing committees.
- C. Standing Committees are to be formed as deemed necessary by the majority of the Board. The duties of each standing committee shall be such as associated with its name or as shall be committed to it by action of the Board.
- D. The Director of the Ankeny Kirkendall Public Library shall be present and participating at each meeting of the Board.

The Library Director shall be the executive director of the policies adopted by the Board. Among his/her duties and responsibilities shall be the hiring and direction and supervision of all employees in the performance of their duties, the submission to the Board monthly and annual reports, and recommendations to the Board of such policies and procedures as the option of said Director will promote the efficiency of the library in its service to the people of the community.

IV. Powers and Duties As Set Forth in the City of Ankeny's Ordinance

- A. To meet and elect from its members a president, a vice-president, a secretary and other officers as it deems necessary.
- B. To have charge, control and supervision of the library, its appurtenances, fixtures, and rooms.
- C. To direct and control all affairs of the library.
- D. To employ a librarian, assistants, and other employees necessary to the proper management of the library and to fix their salaries.
- E. To remove by two-thirds vote of the board the librarian, assistants or employees for misdemeanor, incompetency or inattention to duty.
- F. To select and purchase all items considered necessary for the operation of the library.
- G. To authorize the use of the library by non-residents of the town and to fix charges for this privilege.
- H. To make and adopt, amend, modify or repeal by-laws, rules, and regulations for the care, use, government, and management of the library and the business of the board, and to fix and enforce penalties for violation. Copies of such by-laws, rules, and regulations shall be posted in the library where they can be seen by the public.
- I. To control exclusively the expenditures of all portions of the municipal enterprise fund allocated for library purposes by the council and of all money available by gift or otherwise for the erection of library buildings, and of all other money belonging to the library fund, including fines and rentals collected under the rules of the board.
- J. To make and send to the town council, on or before the twenty-fifth day of July in each year, an estimate of the amount necessary for the improvement, operation, and maintenance of the library for the coming fiscal year, the amounts expended for like purposes for the two preceding years, and the amount of income expected for the next fiscal year from sources other than taxation.
- K. To accept gifts, in the name of the library, of real property, personal property, or mixed property, and devises and bequests, including trust funds; to execute deeds and bills of sale for conveyance of such property; and to expend the funds received from such gifts for the improvement of the library.
- L. To enforce the performance of conditions on gifts, donations, devises, and bequests accepted by the town by action against the city council.
- M. To keep record of its proceedings.

V. Amendments

- A. Amendments to these bylaws may be proposed at any regular meeting with a quorum present, by unanimous vote of the members present, but may become effective only after a favorable vote at a subsequent meeting.

Adopted by the Library Board of Trustees:

7-17-1967

Revised:

9-1-1996

1-17-2013

4-23-20

Reviewed:

12-17-2015