



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, March 16, 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. February 16, 2023
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Policy/Procedure Review	A. Circulation Policy B. Fines and Fees Policy C. Meeting Room Policy
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 (Update)	
XI. Old Business	
XII. New Business	A. Friends of the Library Policy B. Director Evaluation Process
XIII. Adjourn	A. Next Meeting: April 20, 2023

KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES

MEETING MINUTES

Thursday, February 16, 2023

Regular meeting: 6 p.m.

Location: Library, Teleconference

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

Staff: Sam Mitchel, Holly Sealine

Topic	Discussion
Call to Order	Wizer called the meeting to order.
Approval of Minutes	Stephenson moved to approve. Meyer seconded. Motion was approved.
Public Comments	
Consent Agenda	<p>Financials update provided by Mitchel.</p> <ul style="list-style-type: none">• We did send a few individuals to the Iowa Library Association workshop, so the travel budget was a bit larger.• Library book materials are moving ahead, but not as far ahead as they have been in the past.
Policy/Procedure Review	<p>Library Board of Trustees Bylaws presented by Mitchel.</p> <ul style="list-style-type: none">• No changes suggested by Mitchel.• Trustees had the chance to suggest changes. All have reviewed and had no changes.• Sam to update “last reviewed” date to reflect February 2023.
Strategic Plan	
Director's Report	<p>Sam Mitchel presented his report.</p> <ul style="list-style-type: none">• We've been working on a meeting room policy. This may be under the city's umbrella and that Trustees just need to review it. Sam and Holly have been reviewing. It's on Monday's agenda for the city to look at.• Presented budget to city council and mayor on 1/20. City administration has recommended that staff position that was approved will not come to fruition. Though we're not getting a new staff member, other parts of the budget shouldn't be cut.<ul style="list-style-type: none">○ Meyer asked if we were seeing this with other libraries. Mitchel responded that this is also something common with other libraries in the area.○ Meyer asked if we were afraid of losing existing staff. Mitchel responded that this wasn't the expectation.○ Wiser asked if the position may be added later if there is the budget. Mitchel responded that if we want that position in the future, we'd have to ask for the position at a new time.○ Wiser asked if anything else had the potential for being cut. Mitchel responded that no, the city hasn't asked to cut any more of the budget.• Staff and their families had a pot luck.• There was also recently an Employee Recognition luncheon. Shelly Clay was recognized for 25 years of service.
Department Reports	
Committee Reports (Evaluation, Finance, Marketing, Policy,	

Topic	Discussion
Staffing, etc.)	
Friends of the Library	<p>Fujinaka reported that the group has changed a bit in recent meetings. They've talked about projects they want to move forward with, including a vehicle for the library. At one point, Karl Chevrolet proposed the idea of donating a used vehicle they would let the library use. the group decided against this option at the time, but they are researching funding options in case this does come up in the future.</p> <p>The Friends had also discussed other large fundraising projects such as a remote kiosk. Realization that a vehicle would be needed prior in order to maintain the kiosk warranted more information before Director and Friends can move forward. Sam is working with the Friends to ensure proper procedures and planning are adhered to without curbing their enthusiasm.</p> <ul style="list-style-type: none"> Wiser brought up that the Friends had wanted us to prioritize the asks. He wondered if the Friends needed anything additional from us to help them when they make asks (like with the vehicle). Mitchel responded that the was planning to present information at March meeting and he plans to restate that we need to wait until it is actually a need. Before we make this decision, financing, insurance, and other considerations would have to be discussed. Stephenson asked if this was the right time to set deadlines on issues like this given the recent budget discussions. Mitchel responded that no – there is nothing that warrants us to require getting a library vehicle at the present moment without due diligence. <p>Trivia night is coming up in March.</p>
Old Business	
New Business	<p>Upcoming Trustee vacancies.</p> <ul style="list-style-type: none"> Meyer knows that there are a few individuals leaving the board in June – what is the process to fill those positions. Meyer asked if we could onboard new trustees sooner than June so that we could cross-train. Mitchel said they wouldn't do any early appointments. However, we could start reaching out to candidates early and encourage them to come to meetings. <p>Library Accreditation.</p> <ul style="list-style-type: none"> This is the accreditation for the library itself. This document discusses if the library is doing what it needs to do to meet benchmarks. This document has been signed off on by Mitchel and Wiser. Mitchel wanted to discuss the city ordinance in regards to the accreditation document. He wondered if we needed to review the document to ensure that trustees and city administration/elected officials understand each other's roles and responsibilities. With current discussions of meeting room policy and previous discussions of fines/fees information. Specifically, this is part of 21.05, bullet 2. <ul style="list-style-type: none"> Meyer and Stephenson questioned what was considered part of the "library building". The thought was that perhaps the City Council Chambers aren't part of the library, but maybe the meeting rooms are. Mitchel reached out to the state library central District Rep to see if they'd come out to talk about that point in the accreditation document, specifically the rules and responsibilities of the Trustees vs. city vs. Library Director. Meyer asked that if the room responsibilities turn over to the city, does that mean

Topic	Discussion
	<p>finances/budget need to be rediscussed, or would they restrict our access to certain amenities. When the District Rep comes to talk to us, we will invite city council members.</p> <ul style="list-style-type: none"> • Wiser wanted to thank the staff for recent efforts. They are always accommodating and professional. • Wiser invited the rest of the Trustees to compete in the Friends of the Library trivia night. • Wiser asked if there was anything Mitchel needed from the Trustees regarding state lobbyists/state representatives. Mitchel responded that we are all invited but are not required. • Meyer asked about recent legislation for school libraries pulling certain books. Mitchel hasn't heard of this type of legislation for any other state.
Adjourn	<p>Next meeting: March 16, 2023 <u>Stephenson Moved to adjourn. Meyer seconded. All in favor.</u></p>

Respectfully submitted, Miranda Piepho, Secretary

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2023 Expenditure Report

		FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY23 Budget	As of February 28, 2023	FY 2023 Balance Remaining	% Expended
Personal Services								
Salaries and Wages	4101	504,615.35	544,747.48	627,972.10	692,396.00	443,196.72	249,199.28	64.01%
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	492,748.47	308,251.53	61.52%
Longevity	4109	3,653.70	3,884.46	2,557.59	2,808.00	1,769.16	1,038.84	63.00%
FICA	4116	72,187.96	87,200.71	100,504.98	114,919.00	70,810.64	44,108.36	61.62%
IPERS	4117	91,070.90	108,664.10	120,765.39	141,336.00	84,346.29	56,989.71	59.68%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	3,269.27	1,730.73	65.39%
Employee Insurance	4120	114,573.73	120,467.00	104,591.00	121,108.00	70,576.69	50,531.31	58.28%
Workers Compensation	4122	1,169.00	886.00	1,243.00	1,255.00	1,303.00	(48.00)	103.82%
Total Personal Services		1,248,842.26	1,477,242.34	1,671,913.28	1,880,822.00	1,168,271.23	712,550.77	62.11%
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	1,724.17	1,275.83	57.47%
Computer Services	4215	45,170.30	74,297.70	78,070.91	59,376.00	34,202.86	25,173.14	57.60%
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	7,268.33	3,311.67	68.70%
Electric Charges	4247	39,475.57	65,030.22	58,142.88	79,000.00	42,131.98	36,868.02	53.33%
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	33,394.39	10,255.61	76.50%
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	1,331.62	(81.62)	106.53%
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	76,730.27	48,269.73	61.38%
Electronic Services	4273	4,677.44	4,402.84	3,734.45	6,000.00	3,087.11	2,912.89	51.45%
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	5,776.00	5,224.00	52.51%
Postage and Shipping	4296	1,905.00	2,353.23	783.80	5,000.00	2,074.98	2,925.02	41.50%
Refunds	4297	2,438.75	837.50	4,871.42	5,000.00	3,706.25	1,293.75	74.13%
Total Contractual Services		189,506.23	321,632.03	376,219.88	426,561.00	283,861.54	142,699.46	66.55%
Commodities								
Office Supplies	4310	8,705.46	8,101.81	9,339.11	11,000.00	7,142.56	3,857.44	64.93%
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	7,365.81	4,634.19	61.38%
Circulation Materials	4344	3,979.82	7,507.40	19,777.92	23,000.00	6,900.21	16,099.79	30.00%
Library Books/Reference Materials	4345	142,213.93	147,712.53	148,751.34	149,000.00	104,079.59	44,920.41	69.85%
Multimedia Materials	4346	76,779.84	75,153.38	77,659.07	86,000.00	64,355.64	21,644.36	74.83%
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	2,468.24	9,231.76	21.10%
Building Maintenance Supplies	4380	9,495.72	8,720.88	15,998.79	14,000.00	12,708.23	1,291.77	90.77%
Total Commodities		272,821.47	302,599.41	331,144.69	340,900.00	233,117.02	107,782.98	68.38%
Capital Outlay								
Building Improvements	4420	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	
Debt Service								
Equipment Reserve Payments	4595	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers		0.00	0.00	0.00	0.00	0.00	0.00	
Total Expenditures		1,711,169.96	2,101,473.78	2,379,277.85	2,648,283.00	1,685,249.79	963,033.21	63.64%
FTEs		22.85						

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2023 Revenue Report

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Budget	As of February 28, 2023	FY 2023 Balance Remaining	% Received
Commissions	3415	0.00	337.74	467.02	300.00	243.93	56.07
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	54,456.25	(47,456.25)
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
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
Operating Grants	3517	13,423.45	14,111.86	16,430.18	16,430.00	16,856.61	(426.61)
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	6,582.62	1,417.38
Miscellaneous Service Charges	3699	1,656.70	1,411.45	1,335.51	2,000.00	771.75	1,228.25
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	266.43	133.57
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	180.92	(180.92)
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	12,370.20	7,629.80
Lost Materials	3868	1,919.51	3,400.58	4,758.18	4,000.00	2,282.03	1,717.97
Legal Settlement/Damages	3869	1,461.17	2,028.37	2,567.08	2,000.00	1,237.73	762.27
Overages/Shortages	3891	149.79	189.44	74.17	0.00	75.21	(75.21)
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	246,668.01	(15,264.01)
							106.60%

Director's Report
February 2023

I. Facility/Operations

- 2/15: Meeting Room Policy discussion with Jennifer Sease.
- 2/21: T-mobile representative presentation on communication services including hotspots. Possibility of Emergency Connectivity Fund grant.
- Prospective cleaning services in the library applying for the City's contract.
- Library Administration Team has been reviewing the meeting room policy. Proposed changes sent to Jennifer Sease. Final draft approved by the City Council in February 20th.

II. Budget

- 2/10: Budget update meeting with City Administration Team regarding second adult services librarian. Due to budget impacts, the position will not be filled.

III. Staff

- Summer internship position applications closed 2/12. Holly and Beth have been narrowing down the pool of applicants. They will reach out to programming librarians and me to narrow further for interviews in March.

IV. Marketing/Communication

During the month of February, 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.

Information	Relationship
<ul style="list-style-type: none">• February programs via social media, eNewsletter, lobby digital display, calendars.• Friends Trivia fundraiser & Spring Programs via Ankeny Living• Highlighting print periodicals and community puzzle in eNewsletter	<ul style="list-style-type: none">• 2/14, 28: City Departments meeting• 2/2: Participated in Friends meeting• Highlighting Friends Trivia fundraiser in eNewsletter

Samuel Mitchel

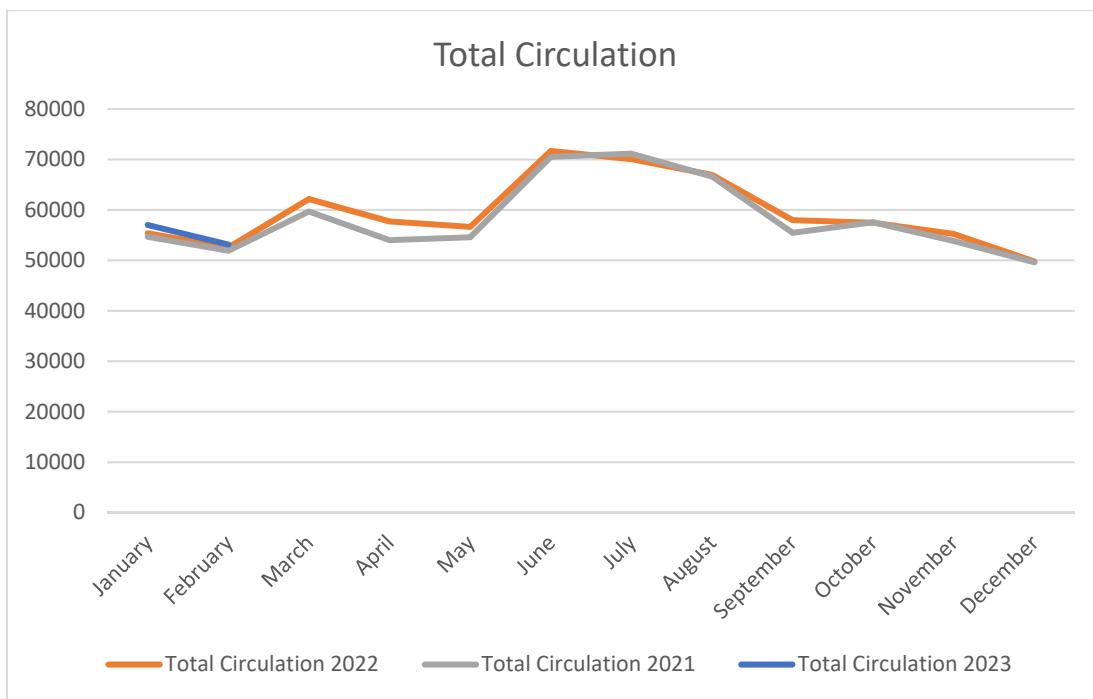


By: Beth Schaefer

Date: 3/1/23

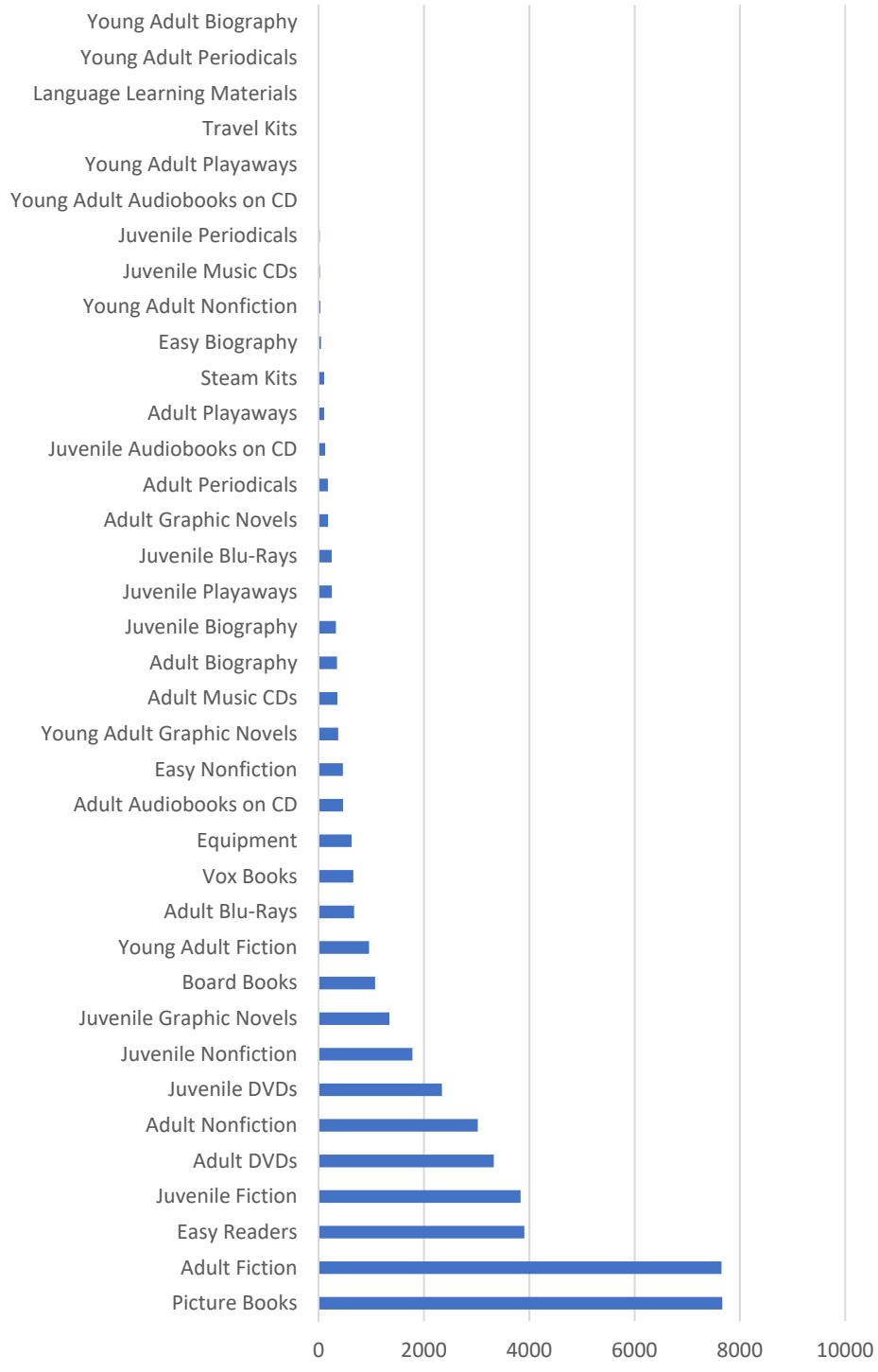
- Polaris LEAP, which allows us to access our ILS through any device like a laptop or tablet instead of only the staff computers, is up and going. This means we can create cards, update registrations, renew items, and more while on the go at farmer's markets and other outreach events!
- We've set Paypal up and hope that in the near future we will be able to accept payment for fines online.
- We posted an application for the summer library intern in January which closed in February. Out of 40 candidates we have narrowed it down to 4 to interview and are completing those interviews in February and March.
- Holly and I represented the library during a literacy night event at Rock Creek Elementary on February 23rd. There were 137 kids and we made over 150 buttons!
- Our busiest day was the 20th with 1,236 visitors.
- We had 29 volunteers help us for 190.5 hours in February.

	February 2023	February 2022	Difference	July 2022 - February 2023	July 2021 - February 2022	Difference
Physical Checkouts & Renewals (including Automatic)						
Books	33671	34656	-3%	304567	308670	-1%
Videos	6590	7305	-10%	61352	66700	-8%
Audio	1354	1295	5%	11017	12475	-12%
Magazines & Other	933	861	8%	7053	6132	15%
Total Print Transactions	42548	44117	-4%	383989	393977	-3%
Downloadable Transactions						
Ebooks	4,872	3999	22%	38,734	32,637	19%
Videos	0	3	-100%	0	4,756	-100%
Audiobooks	5,244	3959	32%	40,505	27,512	47%
Magazines	442	453	-2%	3,990	3,016	32%
Adventure Pass	33	30	10%	422	341	24%
Total Downloadable Transactions	10,591	8444	25%	83,651	68,262	23%
Total Circulation (Physical + Downloadable)	53,139	52561	1%	467,640	462,239	1%
Highlights						
Steam kits	104	52	100%	616	473	30%
WiFi Hotspots	77	86	-10%	568	479	19%
Residency Checkouts (Print Transactions)						
City of Ankeny	36792	38330	-4%	336238	345599	-3%
Rural/Unincorporated Polk County	2725	2674	2%	23532	22194	6%
Open Access	3031	3113	-3%	24219	26184	-8%
Total Residency Checkouts	42548	44117	-4%	383989	393977	-3%
Cardholders						
Basic Access	276	293	-6%	2505	2225	13%
Temporary	9	15	-40%	103	168	-39%
Online	43	52	-17%	418	391	7%
Total New Cardholders	328	360	-9%	3026	2784	9%
Total Active Cardholders	25227					
Visitors	23797	21666	10%	223143	188090	19%



Circulation by Collection

February 2023 Print Checkouts and Renewals



Public Services Summary: (written by Holly Sealine)

Accomplishments:

- 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, 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).
- Opened a PayPal account as a step forward for accepting online payments for room rentals. Working with Library Market to connect ecommerce to simplify the process even more.
- Worked with Beth to investigate implementing online payments via PayPal for fines and fees. Still in-progress, but the ball is rolling 😊
- Completed summer intern interviews and have submitted a conditional offer

Upcoming Goals:

- By the end of March, review job descriptions for FT staff at the library and send it over to HR for review.
- By the end of March, catch up on staff reviews including modifying the review form and adding a new self-evaluation form that aligns with job descriptions better.
- By end of April, create the AV and Information packets for room rentals. Also have the black cabinet organized and labeled in hallway near catering closest.
- By the April 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.
- By the end of March, implement ecommerce through Library Market for room rentals
- By the end of April, review library's website and see what changes might need to be made or what should be added/moved around to make the website user friendly and accessible to patrons and staff alike.

Statistics:

February 2023		February 2023		February 2022	
	Programs	Attendees		Programs	Attendees
Baby/toddler (0-5)	23	1256		50	1297
Youth (6-11)	6	203		7	116
Teen (12-18)	7	70		7	52
Adult (18+)	21	440		16	122
General interest (all ages)	5	125		6	55
Monthly Total	62	2094		86	1642
Year to Date	482	20615		496	10348
Additional services	February 2023		FY23 Year to Date	February 2022	
Technology Appointments	9		64	5	
Exam proctoring	2		103	--	
Notary appointments	36		302	67	
Patron computer usage	1315		10954	1242	
Reference Interactions	26		88	--	
Unique wireless usage	6720		51988	5740	
Room Usage	February 2023		FY23 Year to Date	February 2022	
Children/Teen Program Rooms	42		324	65	
City Council Chambers	17		144	18	
Conference, Lounge B and Study Rooms	555		4959	539	
Meeting Rooms (A, B, C, ABC, BC)	70		446	39	
Makerspace	49		302	18	
Off-Site /Virtual / Misc.	10		97	2	
Total Usage	743		6272	681	
Digital Resources	February 2023		FY23 Year to Date	February 2022	
Ancestry Library Edition	37		2761	253	
Brainfuse: HelpNow	30		3209	253	
Brainfuse: JobNow / VetNow	3		81	5	
Consumer Reports	504		3339	696	
Heritage Quest	230		1084	139	
Hoopla	369		3025	446	
New York Times Online	445		3696	100	
Niche Academy	28		804	8	
Novelist K-8 (Reader's Advisory)	--		12	--	
Novelist Plus (Reader's Advisory)	61		257	2	
Novelist Select (Reader's Advisory)	229		1286	--	
Reference Solutions	305		410	6	
Transparent Language	6		146	5	
ValueLine	1378		11132	1157	
Total Usage	3625		31242	3070	

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

February Highlights:

Summary

Our program numbers remain fairly normal despite the cold weather outside. We've seen a slight dip mid-February, but that's to be expected with the weather and sickness. We were bummed that bad weather forced us to cancel our Pizza, PJs, Puzzles & Games program, but we hope to reschedule this spring!



Book Bites with local author visit

Susan Gentz, author of *EWWW!*, was here to read the book she wrote with her son, and answer questions for us. We also had a blast reading the kids new picture books and "bites" out of new chapter books too!



Friday Flicks & Sips

We showed Frozen 2 this month – very fitting since it's cold outside and we JUST found out there is going to be a Frozen 3! Coffee was once again provided by Porchlight, and it was delicious!



Maker Crew

We played with Perler Beads this month! The kids had so much fun making lots of random creations.



Family Bingo for Books

Family Bingo for Books is still a hit! 70 participants joined us. The FRIENDS gave us vouchers for adults to select a book from Novel Findings when they win. Participants loved this option.

Upcoming Goals:

Our biggest goal is to continue planning spring programs including spring break, and keep working on the summer library program.

- Finalize the April 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 (getting the staff and Friends t-shirts ordered, logo finalized, test Beanstack app, finalize calendars and programs, book the finale pool party, plan the in-house programs, continue to work with communications on the video and log portion, and much, much more...)

Teen Services Update: (written by Amanda Bellis)

February Highlights:

Cookie Decorating

Teen (and tween) programs were very well attended this month, which I was happy to see. 17 teens attended Cookie Decorating and had a blast. I'm grateful to Hy-Vee for donating cookies, frosting, and sprinkles for that program. Though everyone had access to the same ingredients, the resulting cookies varied quite a bit. I love programs where I get to see creativity at work!

Another creative program this month was Button Making, which had 11 attendees. I'm thrilled to be seeing consistent double-digit attendance at teen events!



Tween Time

Both Tween Time programs were quite full this month too, with 14 at DIY Snow and 15 at 3D Printer Pens. The latter program actually had a waitlist, but I was unable to open it to more people due to our limited number of pens. Sadly, 3 of our pens have bit the dust and will need to be replaced; it would also be nice to purchase even a few more (maybe bringing us up to 20 total) so that a 3D printer pen program could have more open spots and I wouldn't have to turn anyone away.

With larger numbers at Tween Time, we will need 2 adults available to assist with the management and help participants during these programs. I will work with Brittany/Kelly to collaborate on times as well as see if Beth knows of any library volunteers that might want to help as a program assistant.



TAG

I had a few new faces at TAG this month; some were invited by friends and others happened to see the flier and were intrigued. I'm still trying to find a good format for that program that makes the best use of everyone's time. When attendance varies from month to month, I don't always get the feedback and engagement I'm hoping for, but I also know how busy everyone is and I don't want to institute a mandatory attendance rule. I would love to have projects available each month for attendees to help with (in keeping with earning volunteer hours for TAG attendance), so I'm going to try checking with staff in the week leading up to TAG to see if there's anything the group can assist with.



Makerspace

Beyond programming, there's been plenty of Makerspace work this month as well. I updated all of the signs for each station in the Makerspace itself, so they look better and include important information. I also set up some Makerspace advertising on the white board outside the door, which I hope will be eye-catching and will help to market the space.

Upcoming Goals:

- Create placeholder events on the calendar for summer events. While some of my ideas are still a bit malleable, I have enough of a schedule in place to claim the rooms and times.
- Determine the best schedule for posting events to Facebook. From what I can tell, Facebook has made a change that prevents creating events in draft form; this means that events are live the moment I create them, which messes with my previous schedule of creating drafts for a whole season of programs and then publishing them when registration opens. Since I usually have a handful of participants who find out about events via Facebook (or their parents do), I want to keep putting my events on Facebook, but I want to figure out the best way to do that.

Adult Services Update: (written by Justin Armbruster)

February Highlights:

In February, we hosted a very well-received virtual program, The History of Hershey Chocolate Company presented by Laura Keyes. Thirty-one people registered for the program. Typically, with virtual programs that require registration, only about half end up "attending" the program. However, this program had twenty-seven attendees, which is over 87% of the registration count. The program was quite engaging and I think the participants not only learned about a unique piece of history, but were thoroughly entertained, as well. I also attended a virtual meeting that discussed all the books considered for the All Iowa Reads program. This was very insightful, as it provided some ideas for possible book discussions at the library.

Next month, we will begin hosting more sessions of our Craft & Chat program. In addition to meeting on the second and fourth Thursdays of the month in the afternoon, we will offer an evening meeting on each Monday. We were approached by a community member who is part of the Central Iowa Fiber Artists, as they had been meeting at the library and wanted to know if we would like to partner with them. I'm hoping this will help boost our program attendance numbers, while also creating a new library partnership. In addition, we have had the second most checkouts in the BRIDGES consortium for the last couple of months. In February, we seemed to really pull away from our closest competition, as we had more than 600 checkouts than the library in third place

Upcoming Goals:

- A goal is to continue to increase our checkout numbers by closely monitoring our requests, hold lists and titles recommended on the BRIDGES website.
- Complete another makerspace training video for our vinyl and cassette conversion station.
- Continue the planning process for summer library program events and resources

Acquisitions/Cataloging Report – February 2023

February marks the beginning of awards seasons both in print and AV. These awards increase demand in all media, impacting selection decisions and hold lists at the library. Examples of print awards already announced include the ALA Childrens' Awards such as the Newbery and the Caldecott. AV awards include the Grammys and the Oscars.

There are also local Iowa awards that the library purchases for various grade levels. These include the Iowa High School Literature award and the Goldfinch Award.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	8	Adult Audio Books	66
Adult Fiction	266	Adult Blu-Rays	8
Adult Graphic Novels	4	Adult DVDs	36
Adult Non-Fiction	101	Adult Music CDs	9
		Adult Playaways	19
Picture books	91		
Board books	10	Juvenile Audio Books	1
Easy Non-fiction	4	Juvenile Blu-rays	1
Easy Readers	14	Juvenile DVDs	2
Vox Books		Juvenile Music CDs	1
		Juvenile Playaways	3
Juvenile Biography	2		
Juvenile Fiction	41	Young Adult Audio Books	0
Juvenile Graphic Novels	21	Young Adult Playaways	2
Juvenile Nonfiction	33		
		Totals	148
YA Biography	0		
YA Fiction	52		
YA Graphic Novels	4		
YA Nonfiction	1		
Totals	652		

Twelve Month Comparative Totals

	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22	1/23
Print	601	1193	945	777	831	857	892	816	908	575	565	678
A/V	90	190	175	137	114	101	160	185	113	69	132	73

Ankeny Kirkendall Public Library

Ankeny, Iowa

The Mission of the Ankeny Kirkendall Public Library

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

SUBJECT: CIRCULATION

BACKGROUND:

- A. A priority of the Ankeny Kirkendall Public Library Staff and Board of Trustees is to offer convenient access to all programs and resources. Consistent with this, the Ankeny Kirkendall Public Library offers several options for prospective patrons to gain library privileges.
- B. Ankeny Kirkendall Public Library is a participant in the State Library "Open Access" program.

POLICY:

A. Library Membership

a. Basic Access Account

- i. Any person living within the Ankeny city limits, unincorporated Polk County, or within an area that participates in the State of Iowa's Open Access program is eligible for a library card at no charge. Students at DMACC or Faith Baptist Bible College are also eligible. There are limitations to a few services based on residency.
- ii. Any adult (18+) applying for library privileges must present identification and proof of current address. Examples of such identification include driver's license, student ID, voter registration card, or mail addressed to the individual with a current postmark. A driver's license and/or state issued photo ID will be required for the library card application.
- iii. Any applicant 12-17 years of age may apply for a library card using their student ID, driver's license, or permit. They must list at least one parent's/guardian's contact information as the financially responsible party.
- iv. Any applicant under the age of twelve (12) must have their application signed by a parent or guardian, who must be present at the time the card is issued, in order to obtain a library card.
- v. Cards are issued for three (3) years; there is no fee for renewal. If a library patron loses their library card they will be charged a \$1.00 replacement fee.

b. Temporary Account

- i. Any person without an ID or permanent residence is eligible to obtain a temporary library card with limited access to resources. Applicants must have a valid email address or phone number to contact.
- ii. Temporary cardholders may check out up to three (3) items at a time, not including equipment or WiFi hotspots. Cardholders will still have access to online and in-house resources.

- iii. Temporary library cards are issued for three (3) months; there is no fee for renewal. If a library patron loses their library card they will be charged a \$1.00 replacement fee. There is no fee to change from a temporary account to a Basic Access account.

c. Organization Account

- i. Businesses and organizations in Ankeny, Unincorporated Polk County, or in a city that participates in Iowa's Open Access program may apply for an organization account.
- ii. The creator of the account must be a financial representative of the named organization. Anyone who will be using the card must be named on the account.
- iii. Cards are issued for one (1) year; there is no fee for renewal. A \$1.00 replacement fee is charged in the event of a lost library card.
- iv. Items will check out for a four (4) week checkout period. Digital resources will follow standard residency and borrowing limits.

CIRCULATION PERIODS AND FEES:

Circulation periods vary depending on the item. All materials may be renewed in person, by telephone, or online provided no one else has previously placed the item on hold ~~and the account has \$4.99 or less in fines.~~

1. **Books, audio books, periodicals, DVDs, Blu-Rays, and music CD's** check out for three (3) weeks and ~~renewed twice if not on hold for another patron~~ can be renewed up to two (2) times.
2. ~~DVDs & Blu-Rays check out for seven (7) days. They may be renewed twice if not on hold for another patron.~~
 - a. ~~Express DVDs check out for three (3) days and cannot be renewed due to multiple holds.~~
 - b. ~~TV series on DVD or Blu-Ray check out for fourteen (14) days with two renewals if not on hold for another patron.~~
3. ~~Equipment checks out for seven (7) days. Patrons must be over 18 to check out equipment.~~
4. ~~WIFI Hotspots check out for seven (7) days. Patrons must be over 18 to check out.~~
5. **WiFi Hotspots, digital projectors, projector screen, and the slide projector** check out for seven (7) days and ~~cannot be renewed~~. Patrons must be over 18 to check out.
6. **STEAM Kits** check out for 14 days and ~~cannot be renewed~~. One (1) kit per card may be checked out.
7. **Interlibrary Loan (ILL)** materials check out for the period allowed by the lending library.

Patrons will be assessed the cost of replacement plus a ~~\$3~~ processing fee on all library materials that are either lost or damaged beyond repair. Items not returned within the prescribed time frame will be assessed a fine according to the following schedule:

<u>Material</u>	<u>Fine Amount</u>
Books, audiobooks, music CD's, DVDs, Blu-Rays	0.20 per day; cap of \$5.00 per item
DVD and Blu-Ray	0.50 per day; cap of \$5.00 per item
WiFi Hotspots, digital projectors, projector screen, slide projector, STEAM Kits	\$3.00 per day; cap of \$15.00 per item
STEAM Kits	\$3.00 per day; cap of \$25.00 per item
WiFi Hotspots	\$10.00 per day; cap of \$40.00 per item

ADDITIONAL INFORMATION:

Patrons may check out up to 100 items at one time. ~~AV is limited to 10 DVD/Blu-Ray and 10 music CDs.~~

Adopted by Library Board of Trustees: July 18, 2000

Revised:

May 25, 2006; May 15, 2008; September, 16, 2010; August 30, 2012; March 21, 2013; May 15, 2014; November 20, 2014; October 15, 2015; October 19, 2017; October 18, 2018; January 21, 2021; May 20, 2021

**Ankeny Kirkendall Public Library
Ankeny, Iowa**

The Mission of the Ankeny Kirkendall Public Library

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

SUBJECT: **FINES AND FEES**

BACKGROUND: The Library charges fines to encourage compliance with rules for the return of materials that promote fair and equal access to limited resources.

POLICY: The Library Board of Trustees has established procedures for handling materials that are overdue, lost, or damaged. These procedures also establish methods of retrieval for overdue materials, interlibrary loan materials and equipment.

The Library does not generally charge for the use or loan of materials it owns or for the use of library services. The Library Board of Trustees has, however, established exceptions to the policy for the following: use of meeting rooms; copying; replacement of a lost patron card; printing; equipment use; lost or damaged materials. The Board may establish other charges as it determines to be necessary.

PROCEDURE: A. Overdue Materials:

1. A fine of \$0.20 cents per day per item ~~for books, audiobooks, music CDs, DVDs, and Blu-Rays, with the exception of DVDs, will~~ will be charged each day the materials are overdue up to a maximum of \$5 per item.
2. ~~A charge of \$0.50 per day per DVD, will be charged each day that these items are overdue up to a maximum of \$5 per item.~~
3. A fine of ~~\$10~~ \$3 per day for WiFi Hotspots, digital projectors, projector screen, slide projector, and STEAM Kits will be charged each day that it is overdue up to a maximum of ~~\$40~~ \$15. Borrower is responsible for all applicable replacement costs and processing fees, up to ~~\$211~~ \$100.00 for the hotspot and/or accessories if lost, stolen or damaged while checked out.
4. ~~A charge of \$3 per day per STEAM Kits will be charged that these items are overdue up to a maximum of \$25 per item.~~
5. Notices will be sent to patrons to remind them of overdue materials. An initial notice will go out 3 days after the material(s) are due. A second notice will be sent when the materials are 2

weeks overdue. A third notice will be sent out at 4 weeks. A final lost notice will be sent out at 6 weeks. The accrual of fines will be stopped at this time and the patron will be charged the cost to replace the items.

6. Fines are stopped on the date the overdue item is returned.

B. Concealment of Materials:

The law of the State of Iowa provides that the fact that a person fails to return library materials for 2 months after the date the person agreed to return the materials is evidence of intent to deprive the library of its property, provided a reasonable attempt has been made to reclaim the materials. **Under these circumstances the Library may elect to send delinquent accounts with fines at least \$50 to collections. – Do the fines include late fees, processing fees, etc. or just replacement costs?**

C. Overdue Interlibrary Loan Books:

Interlibrary Loan (ILL) materials check out for the period allowed by the lending library. The Library staff shall attempt to notify the patron by telephone or email 3-6 days after an ILL book is due. Any late fees assessed by the lending library will be charged to the patron. Charges for lost or damaged ILL materials will be determined by the lending library and charged to the patron.

D. Overdue Periodicals:

There will be a \$5 charge for each lost periodical.

E. Lost or Damaged Library Cards:

There will be a \$1 charge for replacing a valid library card that has been lost or damaged.

F. Damaged Equipment:

The cost to repair or replace damaged equipment will be charged to the patron. **The cost of bulbs will not be charged to the patron or other routine maintenance.** In the event the equipment is lost, replacement costs will be charged to the patron.

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G. Lost Items:

No refunds will be issued if a patron finds the lost item after paying for it.

If the items returned have not been paid for or the library has deleted the items from its collection, the patron is responsible for any late fees accrued and the \$3 processing fee for deleted items.

H. Damaged Items:

If a patron pays to replace a damaged item they will be charged the cost of the item plus a \$3 processing fee.

CHARGES

Exceptions In-House/Other Services:

Replacement of patron's card	\$1
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Printing and copying:

Patrons printing wirelessly or from a computer will receive \$0.50 free per day

Black and white pages	\$0.10 per
pageside	
Color pages	\$0.25 per
pageside	

Fax:	Per transaction	\$1
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Hatch (Makerspace):

3D Printing per 15 minutes	\$0.25
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Meeting Rooms:

Prices charged per meeting room policy for repairs and/or cleanup costs.

**There will be an additional \$3 processing fee on all lost or damaged materials.*

Adopted by Library Board of Trustees: April 2002

Revised:

February 2015

April 2008

July 2008

August 2012

March 21, 2013

April 17, 2014

November 20, 2014

November 15, 2018

January 21, 2021

October 21, 2021

Meeting Room Use Policy

The Ankeny Kirkendall Public Library welcomes the public use of its meeting rooms in keeping with the Library's mission "to be a welcoming and inclusive community center of learning experiences and entertainment, interaction and connection."

Guidelines

- A. All events held in the Ankeny Kirkendall Public Library must be conducted in an orderly manner and in full compliance with all applicable Library policies and City laws and regulations. Users not in compliance may be asked to leave. Repeated offenses may result in loss of room usage.
- B. Fire code occupancy limits must be observed and will be enforced.
- C. For those events occurring during regular Library hours, the User is expected to control the event and avoid disturbing the peaceful use of the Library.
- D. Permission to use the meeting rooms does not imply Library endorsement.

Prohibited Activities

- A. Collecting money, soliciting orders for goods or services, or engaging in other profit-making enterprises is prohibited. Exceptions may be made for fundraising events.
- B. The Library strictly adheres to the Iowa Smoke free Air Act and the facility and grounds are smoke-free.
- C. The sale of alcoholic beverages is prohibited, unless a liquor license has been obtained from the Iowa Alcoholic Beverages Division.
- D. Prohibited items: lighted candles and the use of materials such as confetti, rice, bird seed, smoke/fog machines, silly string, and the like, is prohibited in the facility and on the grounds.
- E. The use of the City or Library logos for events other than officially sanctioned City or Library events is prohibited.
- F. Promotional materials may not state or imply Library sponsorship and may only be distributed or displayed in the meeting room.

Reservations

- A. A Library card is not required to reserve a meeting room.
- B. A meeting room reservation request must be submitted at least two business days prior to use.
- C. Meeting rooms may be reserved based on the following schedule:

Monday – Thursday	7:00 AM – 9:00 PM
Friday – Saturday	7:00 AM – 12:00 AM
Sunday	7:00 AM – 9:00 PM

- D. Usage outside library hours will require a key card for building access. Key cards must be picked up the day before the event.
- E. Reservations will be honored on a first-come, first-served basis. A reservation will not be considered complete until a payment has been received and the application has been approved by the Library.
- F. Reservations may be scheduled no more than 6 months in advance.
- G. Library-hosted and City-hosted activities shall be given priority when considering meeting room usage.
- H. No more than two reservations per month, per individual or group, are allowed. Exceptions may be granted based on space availability, the time and day requested, and the interval between meetings.
- I. Long-term reservations may be requested and will require a separate User agreement approved by the City Council.

Fees and Payment

- A. Fees will be determined at the following levels: government, non-profit, standard and contracted. The Library will determine the appropriate rate depending on the nature of the User.
 - 1. Government entities: Federal, state or local governments and Indian Tribal organizations.
 - 2. Non-Profit entities: 501(c)3 or similar tax-exempt organization per the Internal Revenue Service. Proof of exemption may be requested.
 - 3. Standard: All others will be charged standard rental rates.
 - 4. Contracted: Long-term reservations approved by separate User agreement.

	Government Hourly Rate	Non-Profit Hourly Rate	Standard Hourly Rate	Contracted Hourly Rate
City Council Chambers	\$0.00	\$25.00	\$50.00	\$100.00
Meeting Room A	\$0.00	\$25.00	\$50.00	\$100.00
Meeting Room B	\$0.00	\$12.50	\$25.00	\$ 50.00
Meeting Room C	\$0.00	\$12.50	\$25.00	\$ 50.00
Meeting Room B & C	\$0.00	\$25.00	\$50.00	\$100.00
Meeting Room A, B & C	\$0.00	\$37.50	\$75.00	\$150.00

- B. Cancellation: All cancellation requests must be submitted in writing. Cancellations within 24 hours of the event will result in forfeiture of the rental fees.

C. Force Majeure: In the event of an act of God or natural disaster that deems the facility inhabitable or potentially dangerous, the User will be unable to utilize the facility or associated spaces. The Ankeny Kirkendall Public Library shall give the User a notice of Force Majeure citing an inability to carry out its obligations hereunder, and neither party shall be further obligated nor considered in breach of contract to the extent that performance of their respective obligations is prevented. The Ankeny Kirkendall Public Library shall refund all monies paid in conjunction with the planned facility use and/or work with the User to reschedule their planned use of space to another available date agreeable to both parties.

Security

The Library reserves the right, at its discretion, to require private security and/or Ankeny Police Department personnel at the User's expense.

Equipment and Furniture

A. The Library will provide the following furniture upon request:

1. Chairs – quantity available is dependent on space being rented.
2. Tables – quantity available is dependent on space being rented.

B. Equipment and Services: requests for equipment must be made at the time the room is reserved. The types of equipment available include podium, AV equipment (projector, screen and microphones) and Wi-Fi access. The User should verify the availability of the equipment at the time the room is reserved. Library staff will not serve as operators for equipment at the event, but will ensure the equipment is operating properly and provide instructions for use. Training to use the equipment is recommended before the event as technology assistance is not guaranteed.

C. A small catering kitchen is available and includes a refrigerator, microwave and coffeemaker. The catering kitchen is designed to serve prepared food, not prepare food.

Food and Beverages

- A. Food and non-alcoholic beverages are permitted in the meeting rooms during regular Library hours.
- B. Food and alcoholic beverages are permitted in the meeting rooms when the Library is closed to the general public. Sale of alcoholic beverages are prohibited, unless a liquor license has been obtained from the Iowa Alcoholic Beverages Division. The Ankeny Kirkendall Public Library assumes no responsibility or liability for food or alcohol served and/or consumed on the premises.

Event Setup and Clean Up

- A. Furniture may be arranged to suit the needs of the User but must be returned to the standard arrangement.
- B. Meeting rooms must be left in an orderly condition with all personal property removed, trash placed in receptacles and tabletops cleaned.

- C. Any and all User-supplied equipment, food, flowers, etc. must be removed from the building immediately following the event. The Library is not responsible or liable for any equipment left at the facility, or its disposal, after the end of the event.
- D. Materials may not be affixed to any surface, including walls, windows, columns, floors, furniture or fixtures without prior approval. A directional sign may be placed inside the lobby upon request.
- E. The Library will bill for damage or loss of property, if more than routine cleaning is necessary or if tables and chairs are not returned to the standard arrangement.

Contracted Event Time

- A. The contracted event time is inclusive of setup and breakdown requirements.
- B. If an extension of the contracted event time is required, it must be requested in writing no less than two business days prior to the event, and additional fees paid at that time. No extension of time will be approved on the day of the event.
- C. All events must end by 12:00 a.m. with no exceptions, unless otherwise approved.

Entertainment and Music

Entertainment and music are allowed. However, entertainment and music are not allowed during regular Library hours. All entertainment and music must end by the scheduled event end time. The User is responsible for ensuring the event end time is enforced. User is also responsible for providing electrical power availability information to entertainers. The entertainer must provide any necessary extension cords and cables, and all extension cords and cables must be taped down with non-residue tape. The use of duct tape is not permitted.

Approved: City Council 1/6/2020
Reviewed: Library Trustees 1/16/2020
Revised: City Council 2/20/2023

ANKENY KIRKENDALL PUBLIC LIBRARY
Ankeny, Iowa

The Mission of the Ankeny Kirkendall Public Library
To be a welcoming and inclusive community center of learning experiences and
entertainment, interaction and connection

SUBJECT: Friends of the Library

BACKGROUND: The Library supplements its annually-approved operating budget with funds raised by the Friends of the Ankeny Public Library, a 501(c)(3) tax exempt corporation.

POLICY:

The Board of Library Trustees of the Ankeny Kirkendall Public Library recognizes the Friends of the Ankeny Public Library as a vital source of support and encouragement for the aims and purposes of the Library and wishes to maintain a close, cooperative and harmonious relationship.

~~The Board of Library Trustees acknowledges that the Friends of the Library is an organization separate and apart from the Ankeny Kirkendall Public Library, and that the Friends of the Library has its own Board and its own goals and purposes.~~

~~The roles of trustees, the Library Director, and Friends are related but distinct and neither the Friends of the Library as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Ankeny Kirkendall Public Library. Trustees represent citizen control and governance of the library. The Library Director represents the administration and management of the Library. Friends of the Library represent citizen participation and assistance to the Library.~~

~~Friends of the Ankeny Public Library is distinct and separate from the Ankeny Kirkendall Public Library,~~

Because Friends of the Ankeny Public Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall perform any duty or take any act on behalf of the Friends of the Library, except Library staff members may act in an advisory capacity or volunteer for Friends activities.

Donated materials or those weeded removed from the Library's collection will be given to Friends via an annual consignment agreement.

Friends' funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends. In the event the Ankeny Kirkendall Public Library becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

???Do we need to add something about the Library Staff collection of Funds for items sold at the book sale, or distribution of Friends gifts to donors? Having a transparent system of funds collected, items sold, and items distributed might be beneficial to both groups.

The Library Director, or a designated representative, and two Library Trustees are to serve as the principal liaisons to the Friends of the Library Board of Directors. It is the responsibility of the Library Director to ensure that no funding request submitted by a Library employee to the Friends

of the Library is in conflict with the Board of Trustee's policy or management decisions.

Cooperative projects for the benefit of the library are encouraged. Such cooperative projects should be reviewed or nominated by the Library Director in consultation with the Friends Board of Directors, and/or authorized representatives, for their appropriateness in meeting current need and practicality. The Director ensures that all projects conform to the policies and philosophies of the Board of Trustees.

Library staff shall provide the Friends with a detailed report annually describing the use of monetary donations made by the Friends over the previous year.

In the event of the dissolution of the Friends of the Ankeny Public Library, its assets will be distributed to the Ankeny Kirkendall Public Library for the exclusive purpose of the needs of the library.