



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
 Thursday, April 20, 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. March 16, 2023
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Policy/Procedure Review	
VII. Director's Report – Sam Mitchel	
VIII. Department Reports	A. Circulation – Beth Schaefer B. Public Services – Holly Sealine <ol style="list-style-type: none"> Adult Services – Justin Armbruster Teen Services – Amanda Bellis 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	A. Friends of the Library Policy
XII. New Business	A. Friends of the Library <ol style="list-style-type: none"> FY24 Budget Supplement Request B. End of Year Projects <ol style="list-style-type: none"> Sound panels Window sun shades RFID scanning wand system
Executive Session	Consider motion to go into Executive Session, pursuant to the provisions of Iowa Code Section 21.5, subparagraph (i), "to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session."
XIII. Adjourn	A. Next Meeting: May 18, 2023



Ankeny Kirkendall Public Library – Board of Trustees
MEETING MINUTES
Thursday, March 16, 2023
Regular Meeting: 6:00 p.m.
Location: City Council Chambers – Library

Present: Michael Wiser, Gene Lucht, Tamara Fujinaka, Heather Lilienthal, John Meyer
 Staff: Sam Mitchell, Beth Schaefer

Agenda Item	Discussion Points
I. Call to Order	Wiser called meeting to order at 6:00 PM
II. Public Comment	No public comments
III. Approval of Minutes	Meyer moved to approve minutes the February 16, 2023 minutes. Fujinaka seconded. Motion passed unanimously.
IV. Consent Agenda Samuel Mitchel, Director	Sam Mitchel, director, presented the February financials.
V. Policy/Procedure Review	<p>A. Circulation Policy Beth Schaefer, Circulation Manager, presented a review of the policy. After discussion, Meyer moved to approve and Lucht seconded the motion. Motion approved unanimously.</p> <p>B. Fines and Fees Policy Schaefer also presented the policy was also reviewed. Lilienthal moved to approve, and Fujinaka seconded the motion. Motion approved unanimously.</p> <p>C. Trustees reviewed the Meeting Room Policy that was approved by the Ankeny City Council.</p>
VII. Director's Report – Sam Mitchel	Mitchel presented his report with highlights of a new cleaning service, FY24 budget impacts (e.g. no 2 nd Adult Services Librarian), and Summer Internship selection process begun.
XII. New Business	<p>A. Friends of the Library Policy Friends policy was discussed. Recommended that director seek Friends of the Library's input, and table for future meeting.</p> <p>B. Director Evaluation Process The director evaluation process and schedule was discussed. The schedule is to have surveys back by April 1, hold a closed session on April 20, host a visit by the state librarian on May 18 and at the June meeting present the results of the review.</p>
XIII. Adjourn	Fujinaka moved to adjourn. Lilienthal seconded. 7:10 PM

Minutes submitted by Gene Lucht

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	March 31, 2023	Balance	Expended
							Remaining	
Personal Services								
Salaries and Wages	4101	504,615.35	544,747.48	627,972.10	677,832.00	521,407.93	156,424.07	76.92%
Overtime Wages	4102	319.66	283.81	46.86	1,000.00	262.94	737.06	26.29%
Temporary Wages	4103	456,251.90	606,108.72	709,232.30	780,000.00	578,051.41	201,948.59	74.11%
Longevity	4109	3,653.70	3,884.46	2,557.59	2,808.00	2,115.30	692.70	75.33%
FICA	4116	72,187.96	87,200.71	100,504.98	112,198.00	83,180.51	29,017.49	74.14%
IPERS	4117	91,070.90	108,664.10	120,765.39	137,979.00	99,084.92	38,894.08	71.81%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	3,846.20	1,153.80	76.92%
Employee Insurance	4120	114,573.73	120,467.00	104,591.00	108,519.00	83,031.40	25,487.60	76.51%
Workers Compensation	4122	1,169.00	886.00	1,243.00	1,303.00	1,303.00	0.00	100.00%
Total Personal Services		1,248,842.26	1,477,242.34	1,671,913.28	1,826,639.00	1,372,283.61	454,355.39	75.13%
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	1,000.00	495.00	505.00	49.50%
Financial Services	4214	1,896.46	1,582.18	2,693.41	3,000.00	1,969.00	1,031.00	65.63%
Computer Services	4215	45,170.30	74,297.70	78,070.91	60,100.00	41,604.85	18,495.15	69.23%
Waste Management Services	4224	1,399.65	924.65	1,004.92	1,000.00	516.19	483.81	51.62%
Land and Tree Services	4227	1,658.43	1,916.16	1,975.35	21,000.00	1,346.91	19,653.09	6.41%
Communications	4244	6,195.48	3,752.33	5,819.90	10,680.00	8,123.57	2,556.43	76.06%
Electric Charges	4247	39,475.57	65,030.22	58,142.88	75,000.00	46,830.15	28,169.85	62.44%
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	69,254.00	69,254.39	(0.39)	100.00%
Dues, Memberships, and Licenses	4261	1,009.00	1,504.00	35,106.14	47,500.00	33,444.39	14,055.61	70.41%
Training and Education	4265	69.00	5,129.00	1,295.75	3,300.00	1,884.00	1,416.00	57.09%
Travel	4266	122.19	0.00	49.50	1,250.00	1,365.68	(115.68)	109.25%
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	94,215.03	30,784.97	75.37%
Electronic Services	4273	4,677.44	4,402.84	3,734.45	6,000.00	3,571.21	2,428.79	59.52%
Other Repair Services	4289	0.00	0.00	0.00	1,700.00	1,615.30	84.70	
Special Program/Event Services	4292	5,245.75	4,416.00	9,246.50	10,000.00	5,876.00	4,124.00	58.76%
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	6,000.00	4,568.75	1,431.25	76.15%
Total Contractual Services		189,506.23	321,632.03	376,219.88	447,284.00	318,848.38	128,435.62	71.29%
Commodities								
Office Supplies	4310	8,705.46	8,101.81	9,339.11	11,000.00	7,763.91	3,236.09	70.58%
Periodicals	4315	9,868.86	9,102.66	7,508.09	9,000.00	7,312.41	1,687.59	81.25%
Office Equipment and Furniture	4319	119.96	0.00	0.00	0.00	0.00	0.00	
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	9,015.11	2,984.89	75.13%
Circulation Materials	4344	3,979.82	7,507.40	19,777.92	23,000.00	7,296.08	15,703.92	31.72%
Library Books/Reference Materials	4345	142,213.93	147,712.53	148,751.34	149,000.00	116,462.43	32,537.57	78.16%
Multimedia Materials	4346	76,779.84	75,153.38	77,659.07	86,000.00	69,942.52	16,057.48	81.33%
On-Line Subscriptions	4347	13,523.20	9,503.92	20,574.04	21,000.00	20,809.28	190.72	99.09%
Minor Equipment	4354	2,404.51	24,613.69	16,574.88	10,000.00	2,585.22	7,414.78	25.85%
Building Maintenance Supplies	4380	9,495.72	8,720.88	15,998.79	22,000.00	14,529.23	7,470.77	66.04%
Total Commodities		272,821.47	302,599.41	331,144.69	343,200.00	255,716.19	87,483.81	74.51%
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	2,617,123.00	1,946,848.18	670,274.82	74.39%
FTEs		22.85						

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	March 31, 2023	Balance	Received
							Remaining	
Commissions	3415	0.00	337.74	467.02	300.00	243.93	56.07	81.31%
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	48,000.00	61,519.55	(13,519.55)	128.17%
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	185,284.00	138,963.00	46,321.00	75.00%
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	12,130.00	12,130.41	(0.41)	100.00%
Operating Grants	3517	13,423.45	14,111.86	16,430.18	16,857.00	16,856.61	0.39	100.00%
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	7,976.13	23.87	99.70%
Miscellaneous Service Charges	3699	1,656.70	1,411.45	1,335.51	2,000.00	859.45	1,140.55	42.97%
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	306.68	93.32	76.67%
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	14,148.88	5,851.12	70.74%
Lost Materials	3868	1,919.51	3,400.58	4,758.18	4,000.00	2,500.19	1,499.81	62.50%
Legal Settlement/Damages	3869	1,461.17	2,028.37	2,567.08	2,000.00	1,572.83	427.17	78.64%
Overages/Shortages	3891	149.79	189.44	74.17	0.00	76.14	(76.14)	
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	298,971.00	257,585.64	41,385.36	86.16%

Director's Report March 2023

I. Facility/Operations

- Administration meetings focusing on e-commerce capabilities, staff in-service training, and policy updates (e.g. circulation)

II. Budget

- 3/20: FY24 budget adoption at City Council meeting.

III. Staff

- Summer internship position interview conducted. Position offered to Abby Wirtz.

IV. Marketing/Communication

During the month of March, 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"> • Adult programs via eNewsletter • March programs via social media, eNewsletter, lobby digital display, calendars. 	<ul style="list-style-type: none"> • Friends and volunteer opportunities to support the library. • Book clubs via e-newsletter. 	<ul style="list-style-type: none"> • 3/14, 28: City Departments meeting • 3/2: Participated in Friends meeting • 3/7: Participated in the ILA Legislative Day at the State Capitol • 3/21: Attended District Owners meeting • 3/22: Metro-area library directors meeting • 3/24: Attended Ankeny Art Center/Chamber of Commerce event • 3/25: Technology and general assistance at Friends Trivia Event

Samuel Mitchel



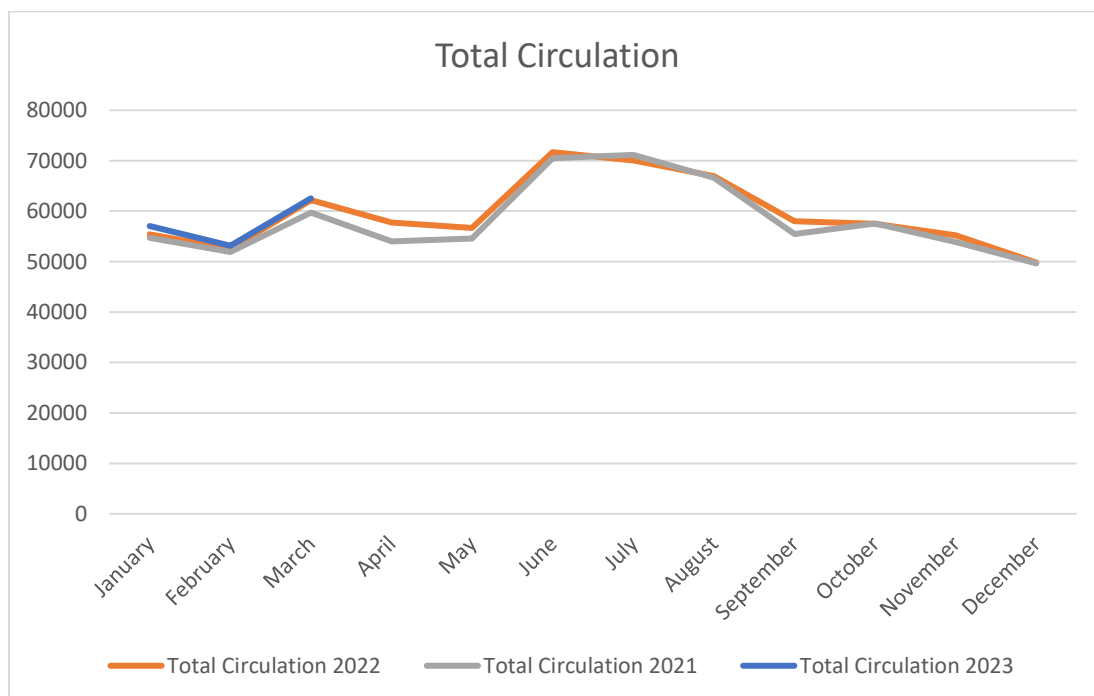
MARCH 2023 CIRCULATION REPORT

By: Beth Schaefer

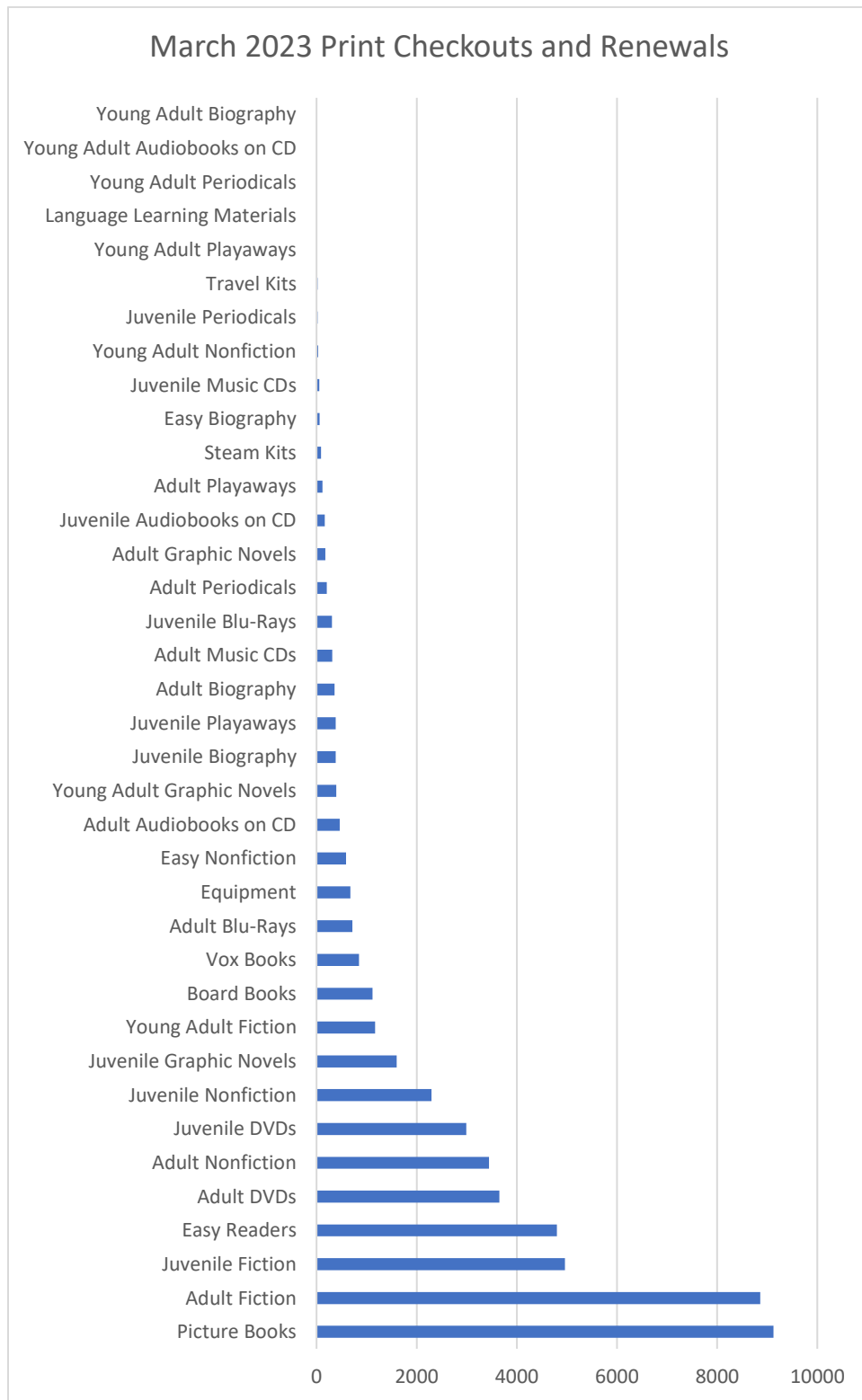
Date: 4/4/23

- On March 29th, we completed a standard Polaris upgrade from 7.2 to 7.3. This upgrade will allow us to use LX Starter, a service of Polaris that offers customizable, branded circulation notices (holds, overdues, etc.). LX Starter will take about a month to get set up and running.
- Our busiest day was March 13 with 1,271 visitors.
- We had 41 volunteers help us for 203.5 hours in March.

	March 2023	March 2022	Difference	July 2022 - March 2023	July 2021 - March 2022	Difference
Physical Checkouts & Renewals (including Automatic)						
<i>Books</i>	40250	40908	-2%	344817	349578	-1%
<i>Videos</i>	7665	9007	-15%	69017	75707	-9%
<i>Audio</i>	1519	1879	-19%	12536	14354	-13%
<i>Magazines & Other</i>	1008	884	14%	8061	7016	15%
Total Print Transactions	50442	52678	-4%	434431	446655	-3%
Downloadable Transactions						
<i>Ebooks</i>	5,360	4619	16%	44,094	37,256	18%
<i>Videos</i>	0	9	-100%	0	4,765	-100%
<i>Audiobooks</i>	5,965	4373	36%	46,470	31,885	46%
<i>Magazines</i>	706	433	63%	4,696	3,449	36%
<i>Adventure Pass</i>	57	48	19%	479	389	23%
Total Downloadable Transactions	12,088	9482	27%	95,739	77,744	23%
Total Circulation (Physical + Downloadable)	62,530	62160	1%	530,170	524,399	1%
Highlights						
<i>Steam kits</i>	92	66	39%	708	539	31%
<i>WiFi Hotspots</i>	76	103	-26%	644	582	11%
Residency Checkouts (Print Transactions)						
<i>City of Ankeny</i>	44199	45917	-4%	380437	391516	-3%
<i>Rural/Unincorporated Polk County</i>	2972	3160	-6%	26504	25354	5%
<i>Open Access</i>	3271	3601	-9%	27490	29785	-8%
Total Residency Checkouts	50442	52678	-4%	434431	446655	-3%
Cardholders						
<i>Basic Access</i>	317	312	2%	2822	2537	11%
<i>Temporary</i>	9	9	0%	112	177	-37%
<i>Online</i>	47	53	-11%	465	444	5%
Total New Cardholders	373	374	0%	3399	3158	8%
Total Active Cardholders	24736					
Visitors						
	28592	28092	2%	251735	216182	16%



Circulation by Collection





Public Services Report - February 2023

Public Services Summary: (written by Holly Sealine)

Accomplishments:

- By the end of March, implemented ecommerce through Library Market for room rentals. This was a much harder process and required the assistance of the City's Financial Director to get it accomplished
- Worked with Beth to implement ability to accept online payments for fines and fees through Polaris. Another more than expected difficult task.
- Assisted the Friends of the Ankeny Library to host a successful Trivia Night; which raised around \$8,000. I am absolutely thrilled with the turn out and happy that the Friends allowed me to assist in the process. I now understand so much more about their organization and how it fits into the library's organization.
- Worked with Sam and Beth to write the annual Friends request for FY24.

Upcoming Goals:

- Host a successful Adult Craft Night on April 25 for button/magnet making.
- By the end of April, have a plan of how we are adjusting the makerspace and what that means for staff as well as community members.
- By the end of April, review job descriptions for FT staff at the library and send it over to HR for review.
- By the end of April, 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 closet.
- By the May 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 May, 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



Public Services Report - March 2023

Statistics:

March 2023	March 2023			March 2022	
	Programs	Attendees		Programs	Attendees
Baby/toddler (0-5)	23	1360		50	1732
Youth (6-11)	6	118		6	117
Teen (12-18)	7	62		17	93
Adult (18+)	21	442		20	275
General interest (all ages)	24	197		7	132
Monthly Total	81	2179		100	2349
Year to Date	563	22794		596	12697
Additional services	March 2023		FY23 Year to Date	March 2022	
Technology Appointments	6		70	5	
Exam proctoring	3		106	--	
Notary appointments	54		356	79	
Patron computer usage	1606		12560	1481	
Reference Interactions	29		117	--	
Unique wireless usage	7533		59521	6138	
Room Usage	March 2023		FY23 Year to Date	March 2022	
Children/Teen Program Rooms	73		397	59	
City Council Chambers	14		158	14	
Conference, Lounge B and Study Rooms	594		5553	581	
Meeting Rooms (A, B, C, ABC, BC)	69		515	50	
Makerspace	57		359	15	
Off-Site /Virtual / Misc.	7		104	6	
Total Usage	814		7086	725	
Digital Resources	March 2023		FY23 Year to Date	March 2022	
Ancestry Library Edition	578		3339	377	
Brainfuse: HelpNow	44		3253	30	
Brainfuse: JobNow / VetNow	11		92	2	
Consumer Reports	350		3689	575	
Heritage Quest	116		1200	151	
Hoopla	339		3364	482	
New York Times Online	520		4216	109	
Niche Academy	36		840	4	
Novelist K-8 (Reader's Advisory)	--		12	--	
Novelist Plus (Reader's Advisory)	68		325	44	
Novelist Select (Reader's Advisory)	404		1690	--	
Reference Solutions	11		421	0	
Transparent Language	0		146	54	
ValueLine	1557		12689	1238	
Total Usage	4034		35276	3066	

Last Updated: 4/14/2023

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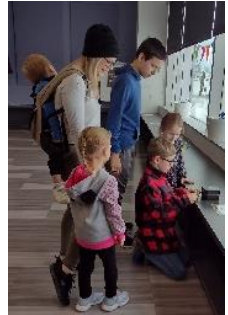
Public Services Report - March 2023

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

March Highlights:

Summary

March was jam-packed with fun. For Spring Break we (Amanda, Kelly, and I) offered several sessions of a Family Mario Escape Room. Due to the high demand and popularity of this program, we may do something similar next year during Spring Break, but add in even more days and times so more people can come. We did have several upset patrons who weren't able to attend due to the high demand; we did the best we could by adding in additional time-slots. We have also discussed maybe doing a drop-in Life Size Candyland Program in the future. Between the escape rooms, two movie showings, two special music classes with Passion Studios, an after-school program each week, and all of our morning programs with our littles, we are beat!



Passion Studios

Passion Studios was kind enough to offer two classes this month. We had 82 attend the first one and 74 attend the second one.



Family Mario Escape Room

We had a total of 144 people enjoy our escape rooms! We are already brainstorming future escape room ideas and programs.



New Scavenger Hunt

We put up a new scavenger hunt focused on dinnertime, which was one of our March story time themes.

Movies

We showed The Little Mermaid and Bill Nye Presents: Spiders. We scheduled Polk County Conservation for a spider program, but they called the morning of and said their presenter was sick.



Family Spring Break Activity Kits + Family Bingo for Books

250 families in Ankeny were given a bag full of goodies to help beat boredom during spring break. We put together a front-and-back flyer full of activities and games to do, all by using a cup, balloons, and masking tape! Hy-Vee was kind enough to donate 1,000 cups to us. We had a FULL room for Family Bingo for Books, with 131 in attendance.



Maker Crew

At Maker Crew this month we let kids make two large buttons and complete crafts and activities.





Public Services Report - March 2023

Frustrations:

- Some patrons were very upset they couldn't attend the Mario Escape Room. We added more days and times to accommodate more people, but did all we could with our schedules (we did apologize and let everyone know we are having a Mario Party next month, which is geared towards all ages, and does not require registration)
- We are getting more requests for outreach story times but can't keep up with demand. We are trying to balance partnerships/daycares/personal requests, but we are spread too thin to do much outreach. An outreach librarian could be greatly utilized by children, teen, and adult departments. We already had to cut back a huge chunk of children's material purchasing, even though we love doing it, because we just don't have time to dedicate to this. Outreach unfortunately falls at the very bottom of the list for us, even though it is fun and beneficial for the community. It would also be nice for the outreach librarian to fill in for programming for us at times when Kelly and I are both gone. Spring Break may be a possible conflict for programming next year, as well as some of the various added no-school days next year. We can of course just not offer programming if we are both going to be gone, but a part or full-time outreach librarian could help in children/teen/adult areas with absences.

Upcoming Goals:

- Finalize the May calendar
- Work on getting the next Story Stroll out in Georgetown Park
- Continue working with Ankeny Real Estate Group and Passion Studios
- Finalize Mario Party and complete last-minute details
- Summer Library Program (test Beanstack app, finalize calendars and programs, 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)

March Highlights:

March was a weird and rather challenging month. There were a lot of anomalies which made it feel like I was always behind this month, especially with so much going on. I'm grateful to everyone who was able to assist and who covered my programs while I was out sick; trying to reschedule those on top of getting caught up when I returned would have been incredibly challenging!

Tween and teen programs are continuing to go well, and I'm regularly seeing new people pop in. Shoebox Pokémon Dioramas for tweens drew a good crowd, but I found myself stretched thin as I tried to juggle answering questions and helping with things while also monitoring the hot glue guns. As Tween Time continues to be a full program, I'm realizing that I'm regularly in need of a 2nd staff member in the room to assist. The other option would be to split each program into two sessions, though that's harder to schedule. In addition to the need for more staff, Tween Time could also use a bigger space in which to meet. The challenge there is that the makerspace is easy to clean (with no carpet), and Tween Time sometimes makes a bit of a mess, so I'm hesitant to shift to one of the meeting rooms (and the teen room often doesn't work because of the program's table and chair needs).

Assisting with family escape rooms this month was a blast! It was great to see so much interest in a program (we could have offered twice as many sessions and still had a waitlist!), but it also highlights the need for additional space and staff (as it would have been difficult to take up the children's program room for more sessions, and we would need additional people to be able to run that many sessions of the program). I'm chatting with Kelly and Brittany about possibly offering another family escape room this summer, with the hopes that our summer intern could be heavily involved so we'd be able to offer more sessions.

My work on the ILA Board required more of my time than usual this month, as we met two different times to discuss a variety of issues. The board is in a transitional state with a variety of responsibilities, and determining the best path forward (as well as setting the stage for future iterations of the board) is an important duty, and one I take quite seriously as I'm ultimately working to improve things for the library profession across the state.

Frustrations:

My makerspace duties presented a lot of challenges this month, and I'm struggling to determine the best way to handle things moving forward. The good news is that the makerspace continues to grow in popularity; the bad news is that I'm struggling to find the time to address all makerspace questions and requests, and to schedule initial training appointments, while also giving the necessary attention to other things on my plate. March in particular featured a number of requests that I was not able to get to in as timely a manner as I'd like to (some due to my work on the family escape rooms, and others due to my time away while I was sick). On top of that, there has been an uptick in



Public Services Report - March 2023

patrons scheduling time in the makerspace without setting up a training time. This is frustrating for everyone involved as the patron expects to receive training when they arrive, but there often isn't a staff member available to help with that. I have changed the wording on the makerspace reservation screen in an effort to combat this, but I've still talked with patrons who are confused about the process because they don't realize the difference between setting up a training appointment and simply booking time at a makerspace station. I'm hoping to work with Holly and Justin to determine a better system for all of this.

As we approach the end of the fiscal year, I'm also feeling the challenge of programming on a very limited budget. Our spending on program supplies always seems to be ahead of where it should be, as things cost more and as we purchase supplies for the many attendees a community of our size comprises. In my case, even with program registrations I don't always know exactly how many supplies to purchase, as I need to order them well in advance to make sure they arrive and are prepped in time, and I may have more people register or just show up to a program after I have purchased the supplies. Teen programs work better when there are more people there (it's less awkward for everyone and participants seem to have more fun), but the programs that will draw in a bigger crowd also cost more (in both prep time and supplies).

Upcoming Goals:

- Work with Holly and Justin to determine a better system for makerspace training requests. The ultimate goal is to find a way for patrons to get the help they need in a timely manner without getting confused.
- I'm still trying to decide the best way to post Facebook events. I don't want to create them too early, but I also want them to be up long enough for folks to actually see them. I think I might try posting the events around the same time that the eNewsletter goes out and see how that goes.
- Do some collection analysis and see where I can fill in some gaps in the YA collection. As we get to the end of the fiscal year, I'm at the point where I can start purchasing some "maybe" titles from earlier in the year to use up the last of the budget.
- Do a bit of spring cleaning and organization. Now that we have finished the shuffle of setting up the cabinets in the teen room, the shelving in the makerspace closet, and the shelving in the admin storage closet, I'd like to take some time to really take stock of the supplies I have, and to organize and store them in a way that makes sense. I will probably look into some storage containers to help with that.



Adult Services Update: (written by Justin Armbruster)

March Highlights:

In March, our new weekly, evening Craft & Chat program started. It seems to be steadily gaining momentum with the community and provides an opportunity for those who work during the day. I also filled in for the English Conversation Circle and I'm extremely glad I did. We had one person who just arrived in America earlier in the week and she was thrilled to have a place to practice her English. We talked a great deal about travel and hobbies and it was evident she was enjoying being able to work through some language barriers and learn a few new words. I also spent time firming up programs for the summer, as well as some for the fall and winter.

Upcoming Goals:

- Next month, Amanda and I will meet with David, who leads our weekly Dungeons and Dragons program. While the program is currently only open to adults, we are trying to figure out a way to offer the program for a teen audience.
- I will also meet with an employee from Kyle's Bikes to determine how to offer a program to help with community with their bicycles.
- I also signed up for a webinar called "Empowering Communities with Creativity: Craft & Hobby," and hope to come away with a few ideas for our current crafting programs and possibly new ones.
- (Holly's Goal for Justin) Create at least 1 more training video for one of the makerspace stations.
- (Holly's Goal for Justin) Work with Amanda and Holly to figure out the direction of the makerspace's future.

Acquisitions/Cataloging Report – March 2023

As summer approaches, we begin making a big push to acquire more Easy and Juvenile titles. March features the acquisition of a large number of picture books and board books. While these titles always circulate well (picture books often the best circulating collection in a month), Summertime circulation increases substantially. New books and added copies of popular titles are essential to help meet demand.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	15	Adult Audio Books	31
Adult Fiction	310	Adult Blu-Rays	16
Adult Graphic Novels	3	Adult DVDs	65
Adult Non-Fiction	100	Adult Music CDs	14
		Adult Playaways	19
Picture books	148		
Board books	52	Juvenile Audio Books	0
Easy Non-fiction	5	Juvenile Blu-rays	2
Easy Readers	22	Juvenile DVDs	7
Vox Books	24	Juvenile Music CDs	0
		Juvenile Playaways	1
Juvenile Biography	6		
Juvenile Fiction	116	Young Adult Audio Books	0
Juvenile Graphic Novels	27	Young Adult Playaways	0
Juvenile Nonfiction	25		
		Totals	155
YA Biography	0		
YA Fiction	86		
YA Graphic Novels	11		
YA Nonfiction	2		
Totals	952		

Twelve Month Comparative Totals

	3/22	4/22	5/22	6/22	7/22	8/22	9/22	10/22	11/22	12/22	1/23	2/23
Print	1193	945	777	831	857	892	816	908	575	565	678	652
A/V	190	175	137	114	101	160	185	113	69	132	73	148

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 (EIN: 20-2409646).

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 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.

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 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.

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 request annually for funds to supplement the Library's operating budget. The request may also include funds needed to purchase capital assets. The Friends will consider the request for funds but has sole discretion in providing funds to the Ankeny Kirkendall Public Library.

Commented [SM1]: Friends Suggestion

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.



FY24 Ankeny Friends of the Library Annual Appeal

Summer Library Program:	
Cost	Title and Description
\$10,000	<p><i>Events & Presenters</i></p> <p>These funds allow us to invite a variety of performers to perform at the library as activities during summer library program, including a kick-off and finale celebrations. We don't know what 2024 holds but events have previously included a magician, petting zoo, family swim party, and/or a community kids' concert.</p> <p>Summer Library Program Events & Presenter align with Pillars I, II, & III of our Strategic Plan. The library serves as:</p> <ul style="list-style-type: none">• A Community Center of Learning Experiences & Entertainment• A Community Center of Interactions• A Community Center of Connections
\$3,000	<p><i>Prizes</i></p> <p>To motivate readers, we would like to offer a variety of prizes such as books and grand prize drawings.</p> <p>Summer Library Program Prizes align with Pillars I, II, & III of our Strategic Plan. The library serves as:</p> <ul style="list-style-type: none">• A Community Center of Learning Experiences & Entertainment• A Community Center of Interactions• A Community Center of Connections
\$1,000	<p><i>Marketing</i></p> <p>These funds support the purchase of staff shirts, bookmarks, and other types of marketing materials for the summer library program.</p> <p>Marketing materials, and especially bookmarks, would align with Pillars III & IV of our Strategic Plan. The library serves as:</p> <ul style="list-style-type: none">• A Community Center of Connections• An Organization of Excellence
SLP Request: \$14,000	
Additional Requests:	



FY24 Ankeny Friends of the Library

Annual Appeal

Cost	Title and Description
\$4,500	<p><i>Hotspots</i></p> <p>To supplement the library's approved FY24 budget of \$4,500. This funding provides internet service for 26 hotspots, available to residents of Ankeny 18 and older.</p> <p>Hotspot funding aligns with Pillar I, II, III, IV of our Strategic Plan. The library serves as:</p> <ul style="list-style-type: none">• A Community Center of Learning Experiences & Entertainment• A Community Center of Interactions• A Community Center of Connections• An Organization of Excellence
\$2,300	<p><i>Beanstack</i></p> <p>We would like to continue using Beanstack to help with summer library program registration and other reader's advisory and challenges.</p> <p><i>Beanstack aligns with Pillars I & IV of our Strategic Plan. The library serves as:</i></p> <ul style="list-style-type: none">• A Community Center of Learning Experiences & Entertainment• An Organization of Excellence
\$8,925	<p><i>Book Discussion Sets</i></p> <p>The library hosts a variety of book discussion groups. For each group, a set of 12-20 books is purchased, which costs an average of \$650 per month, and around \$7,800+ annually.</p> <p>Book Discussion sets aligns with Pillars I, II, & III of our Strategic Plan. The library serves as:</p> <ul style="list-style-type: none">• A Community Center of Learning Experiences & Entertainment• A Center of Interactions• A Community Center of Connections



FY24 Ankeny Friends of the Library Annual Appeal

\$3,500	<p><i>Library Speakers Consortium</i></p> <p>Library Speakers consortium allows us to host multiple monthly virtual presentations from New York Times best sellers. We currently see just under 300 views in a given month.</p> <p>Library Speakers Consortium aligns with Pillars I, II, & III of our Strategic Plan. The library serves as:</p> <ul style="list-style-type: none">• A Community Center of Learning Experiences & Entertainment• A Center of Interactions• A Community Center of Connections
\$1,775	<p><i>Adventure Pass Program</i></p> <p>Adventure Pass costs would breakdown as shown below:</p> <ul style="list-style-type: none">• Platform fee = \$225• Blank Park Zoo (2 passes) = \$450• Des Moines Children's Museum (2 passes) = \$250• Greater Des Moines Botanical Gardens (1 pass) = \$150• Reiman Gardens in Ames (1 pass) = \$250• Science Center of Iowa (2 passes) = \$450 <p>Adventure Pass aligns with Pillars I & II of our Strategic Plan. The library serves as:</p> <ul style="list-style-type: none">• A Community Center of Learning Experiences & Entertainment• A Center of Interactions.
\$10,000	<p><i>Hoopla Digital Streaming Service</i></p> <p>This request would allow us to continue offering Hoopla digital streaming service, which is extremely popular with our community. Together with the \$10,000 we received in our operating budget, we will be able to double our currently monthly budget and offer services to more patrons. We limit Hoopla to Ankeny residents in the 50021/50023 area codes.</p> <p>Hoopla aligns with Pillar I, II, III of our Strategic Plan. The library serves as:</p> <ul style="list-style-type: none">• A Community Center of Learning Experiences & Entertainment• A Center of Interactions• A Community Center of Connections
Additional Requests: \$31,000	



FY24 Ankeny Friends of the Library Annual Appeal

Total FY24 Friends Request: \$45,000

Long-Term Goals

Cost	Title/ Description
\$4,500 each (4 stations)	<p><i>AWE Stations</i></p> <p>AWE stations are fun, educational games for children. These are extremely popular at the library, getting thousands of uses per year. Stations generally last 4-5 years and we would like at least 4 stations. City of Ankeny IT would be responsible for replacement after the initial purchase.</p> <p>AWE Stations align with Pillars I, III, & IV of our Strategic Plan.</p> <p>The library serves as:</p> <ul style="list-style-type: none">• A Community Center of Learning Experiences and Entertainment• A Community Center of Connections• An Organization of Excellence
\$1,500+	<p><i>Makerspace: Button Making Station</i></p> <p>We would like to purchase a couple of button machines and the supplies, which can include buttons, magnets, jewelry, etc. to create a new station for the makerspace that is focused more on creativity than on technology.</p> <p>Button Making machines and tools align with Pillars I, II, III, & IV of our Strategic Plan.</p> <p>The library serves as:</p> <ul style="list-style-type: none">• A Community Center of Learning Experiences & Entertainment• A Center of Interactions• A Community Center of Connections• An Organization of Excellence



FY24 Ankeny Friends of the Library Annual Appeal

Unknown	<p><i>Outreach Vehicle</i></p> <p>We would love to use an outreach vehicle for Festivals, Farmers Markets, Programs, etc. We recognize that it would require working with the City of Ankeny to get additional staffing, but this could be a place in-between a single building like we have now, and a multi-branch system which could occur in the future if Ankeny continues to grow.</p> <p>An Outreach vehicle would align with Pillars II & III of our Strategic Plan. The library serves as:</p> <ul style="list-style-type: none">• A Center of Interactions• A Center of Connection
\$100,000+	<p><i>Book Kiosk – Book Vending Machine</i></p> <p>We recognize that the City of Ankeny is growing larger each year. We also know that we will need to find ways to service diverse areas of the community. We believe that by raising the money and installing a Book Kiosk where patrons can check out and return materials 24/7, then we can better serve our community. This is an option to bridge the gap between a single location library and the eventual need for a branch system as Ankeny grows larger and larger.</p> <p>A Book Kiosk aligns with Pillars III & IV of our Strategic Plan. The library serves as:</p> <ul style="list-style-type: none">• A Community Center of Connections• An Organization of Excellence