



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, February 15, 2024
Regular Meeting: 6:00 p.m.
Location: City Council Chambers - Library

AGENDA

Agenda Item	Discussion Points
I. Call to Order	
II. Public Comment	
III. Approval of Minutes	A. January 18, 2024
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Policy/Procedure Review	A. Circulation Policy
VI. Director's Report – Sam Mitchel	
VII. Department Reports	A. Circulation – Beth Schaefer B. Public Services – Holly Sealine <ol style="list-style-type: none"> 1. Adult Services – Justin Armbruster 2. Teen Services – Amanda Bellis 3. Children Services – Kelly Munter, Brittany Burk C. Acquisitions – Evan Anderson
VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
IX. Friends of the Library (<i>Update</i>)	
X. Old Business	
XI. New Business	A. Community Survey Results & Responses B. Continuing Education: Trustee Handbook <ol style="list-style-type: none"> 1. Chapters 1 & 2
XIII. Adjourn	A. Next Meeting: March 21, 2024

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

Thursday, January 18, 2024

Regular meeting: 6 p.m.

Location: City Council Chambers - Library

Present: Gene Lucht, John Meyer, Miranda Piepho, Heather Stephenson, Nancy Medema, Fred Schuster, and Amber Sommerfeld

Staff: Sam Mitchel, Holly Sealine

Topic	Discussion
Call to Order	Meyer called the meeting to order.
Approval of Minutes	Motion made by Medema to approve the November 2023 meeting minutes. Second by Lucht. Motion passed unanimously.
Public Comments	
Consent Agenda	Sam Mitchel, Director, presented the Financials. <ul style="list-style-type: none">• Run Rate: 50%• Schuster asked for more information about Workers' Comp – Sam is going to research and get back to us.
Policy/Procedure Review	Communication and Marketing Policy <ul style="list-style-type: none">• There are a few additional edits to make – some due to redundancy and others due to practices we can't perform.• Stephenson asked about the changes to media releases. Is this part of the policy communicated? Sealine stated that this isn't identified on the marketing materials. Mitchel said we could post if needed. However, since the library is public, there is no expectation of privacy. Stephenson motioned to approve. Medema seconded. All in favor. Passed unanimously.
Director's Report	Presented by Mitchel: <ul style="list-style-type: none">• Caught up on staff evaluations.• Budget materials were sent in. Sam presents the information to Mayor and City Council on 1/19.• Meyer asked if we have a policy on weapons in the policy. Mitchel stated that we do not.• Schuster asked Sealine to expand on accomplishments. Sealine stated that she's still working on the community survey. More information will be available in February.
Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
Emerging Trends	
Friends of the Library (Update)	Medema shared the only real update from the December Friends meeting was that they are hosting a BINGO night.
Old Business	Fines on Old Accounts <ul style="list-style-type: none">• Mitchel contacted Polk Co. libraries and several are fine free, so they vacated old account fees. Some held on to some of the fees for a certain amount of time. It's

Topic	Discussion
	<p>up to the governing board to make the decision on how long we want to hold onto the fees.</p> <ul style="list-style-type: none"> • Next steps – Mitchel to pull together a policy and provide to the Board to review. • Stephenson asked about lost and damaged items – do those stay on our books? Mitchel responded the Fines and Fees policy states anything above \$50, we can send to collections.
New Business	
Professional Development	
Adjourn	<p>Next meeting: February 15, 2024</p> <p>Motion to adjourn made by Medema. Second by Lucht.</p>

Respectfully submitted, Miranda Piepho, Secretary

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2024 Expenditure Report

		FY 2021	FY 2022	FY 2023	FY24	As of	FY 2024	%
		Actual	Actual	Actual	Budget	January 31, 2024	Balance	Expended
							Remaining	
Personal Services								
Salaries and Wages	4101	544,747.48	627,972.10	677,830.34	723,184.00	416,188.42	306,995.58	57.55%
Overtime Wages	4102	283.81	46.86	321.17	1,000.00	94.14	905.86	9.41%
Temporary Wages	4103	606,108.72	709,232.30	752,179.54	858,000.00	451,909.68	406,090.32	52.67%
Longevity	4109	3,884.46	2,557.59	2,807.58	3,269.00	1,769.16	1,499.84	54.12%
FICA	4116	87,200.71	100,504.98	108,192.25	121,670.00	65,558.71	56,111.29	53.88%
IPERS	4117	108,664.10	120,765.39	144,774.57	149,666.00	81,496.94	68,169.06	54.45%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	2,884.65	2,115.35	57.69%
Employee Insurance	4120	120,467.00	104,591.00	107,940.82	107,576.00	73,560.75	34,015.25	68.38%
Workers Compensation	4122	886.00	1,243.00	1,303.00	1,375.00	1,576.00	(201.00)	114.62%
Total Personal Services		1,477,242.34	1,671,913.28	1,800,349.33	1,970,740.00	1,095,038.45	875,701.55	55.56%
Contractual Services								
Legal and Recording Services	4212	0.00	0.00	495.00	500.00	405.00	95.00	81.00%
Financial Services	4214	1,582.18	2,693.41	2,531.33	4,500.00	1,440.14	3,059.86	32.00%
Computer Services	4215	74,297.70	78,070.91	57,108.29	61,900.00	36,501.75	25,398.25	58.97%
Waste Management Services	4224	924.65	1,004.92	715.54	1,000.00	615.48	384.52	61.55%
Land and Tree Services	4227	1,916.16	1,975.35	2,113.05	5,000.00	16,340.91	(11,340.91)	326.82%
Advertising & Publication	4240	0.00	0.00	0.00	0.00	200.00	(200.00)	
Communications	4244	3,752.33	5,819.90	10,989.76	10,680.00	3,909.64	6,770.36	36.61%
Electric Charges	4247	65,030.22	58,142.88	59,856.64	76,000.00	41,372.09	34,627.91	54.44%
General Insurance	4251	52,398.00	60,584.47	69,254.39	82,050.00	78,923.67	3,126.33	96.19%
Dues, Memberships, and Licenses	4261	1,504.00	35,106.14	46,189.17	55,500.00	27,139.56	28,360.44	48.90%
Training and Education	4265	5,129.00	1,295.75	1,884.00	3,950.00	275.00	3,675.00	6.96%
Travel	4266	0.00	49.50	1,365.68	2,850.00	464.08	2,385.92	16.28%
Meetings and Food	4269	332.34	255.60	695.22	500.00	152.11	347.89	30.42%
Building Maintenance Services	4270	102,704.12	112,584.88	147,228.73	127,000.00	63,797.01	63,202.99	50.23%
Electronic Services	4273	4,402.84	3,734.45	4,953.15	6,000.00	3,682.18	2,317.82	61.37%
Special Program/Event Services	4292	4,416.00	9,246.50	8,564.80	10,000.00	2,558.80	7,441.20	25.59%
Postage and Shipping	4296	2,353.23	783.80	2,626.68	5,000.00	1,696.70	3,303.30	33.93%
Refunds	4297	837.50	4,871.42	7,231.25	6,000.00	1,950.00	4,050.00	32.50%
Total Contractual Services		321,632.03	376,219.88	425,417.98	458,430.00	281,424.12	177,005.88	61.39%
Commodities								
Office Supplies	4310	8,101.81	9,339.11	9,930.86	11,000.00	5,681.42	5,318.58	51.65%
Periodicals	4315	9,102.66	7,508.09	8,627.38	9,000.00	7,269.59	1,730.41	80.77%
Medical and First-Aid Supplies	4333	0.00	6.86	0.00	200.00	0.00	200.00	0.00%
Special Programs/Events Supplies	4343	12,183.14	14,954.59	12,084.72	12,000.00	6,084.80	5,915.20	50.71%
Circulation Materials	4344	7,507.40	19,777.92	10,078.76	23,000.00	7,328.18	15,671.82	31.86%
Library Books/Reference Materials	4345	147,712.53	148,751.34	148,990.58	151,000.00	94,501.06	56,498.94	62.58%
Multimedia Materials	4346	75,153.38	77,659.07	84,263.61	73,000.00	49,237.43	23,762.57	67.45%
On-Line Subscriptions	4347	9,503.92	20,574.04	20,809.28	48,200.00	48,356.39	(156.39)	100.32%
Minor Equipment	4354	24,613.69	16,574.88	6,758.37	10,000.00	4,744.88	5,255.12	47.45%
Building Maintenance Supplies	4380	8,720.88	15,998.79	19,776.81	23,000.00	8,586.17	14,413.83	37.33%
Total Commodities		302,599.41	331,144.69	321,320.37	360,400.00	231,789.92	128,610.08	64.31%
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		2,101,473.78	2,379,277.85	2,547,087.68	2,789,570.00	1,608,252.49	1,181,317.51	57.65%
FTEs		22.85						

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2024 Revenue Report

		FY 2021	FY 2022	FY 2023	FY 2024	As of	FY 2024	%
		Actual	Actual	Actual	Budget	January 31, 2024	Balance	Received
							Remaining	
Commissions	3415	337.74	467.02	460.20	300.00	701.30	(401.30)	233.77%
Lease/Rent Payments	3420	0.00	0.00	0.00	0.00	0.00	0.00	
Facility Rental	3422	3,015.95	29,994.15	81,900.53	10,000.00	49,877.00	(39,877.00)	498.77%
Equipment Rental	3423	0.00	0.00	0.00	0.00	0.00	0.00	
County Library Contribution	3503	135,316.00	150,776.00	185,284.00	185,284.00	120,774.00	64,510.00	65.18%
Other Local Contributions	3509	0.00	5,000.00	0.00	0.00	0.00	0.00	
State Library Open Access	3516	9,610.66	14,629.69	12,130.41	12,130.00	9,209.71	2,920.29	75.93%
Operating Grants	3517	14,111.86	16,430.18	16,856.61	16,857.00	16,875.07	(18.07)	100.11%
Operating Grants	3537	0.00	5,000.00	0.00	0.00	0.00	0.00	
Special Program Fees	3615	0.00	0.00	0.00	0.00	1,218.28	(1,218.28)	
Copy Charges	3691	4,712.40	8,890.05	10,147.84	8,000.00	7,155.13	844.87	89.44%
Miscellaneous Service Charges	3699	1,411.45	1,335.51	1,129.05	2,000.00	627.45	1,372.55	31.37%
Salvage Sales	3822	0.00	0.00	0.00	0.00	0.00	0.00	
Other Sales	3829	406.56	308.00	477.68	400.00	280.00	120.00	70.00%
Private Contributions	3831	0.00	0.00	0.00	0.00	200.00	(200.00)	
Refunds	3841	2,369.12	0.00	561.52	0.00	50.64	(50.64)	
Rebates	3842	28.11	0.00	358.31	0.00	0.00	(0.00)	
Other Reimbursements	3849	0.00	502.71	81.02	0.00	4,512.30	(4,512.30)	
Library Fines	3861	19,374.03	20,924.23	19,373.61	20,000.00	9,563.06	10,436.94	47.82%
Lost Materials	3868	3,400.58	4,758.18	3,779.14	4,000.00	2,572.08	1,427.92	64.30%
Legal Settlement/Damages	3869	2,028.37	2,567.08	2,287.08	2,000.00	1,304.52	695.48	65.23%
Overages/Shortages	3891	189.44	74.17	36.53	0.00	61.67	(61.67)	
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00	
Total Revenues		196,312.27	261,656.97	334,863.53	260,971.00	224,982.21	35,988.79	86.21%

Director's Report January 2024

I. Personnel

- City had employee luncheon and recognition of milestone work anniversaries
 - Martha Bremer, library associate 15 years
 - Evan Anderson, Collection Development Librarian 10 years

II. Facility

- Teen Room/Makerspace switch proposal discussion with Holly and Amanda
- Monthly AED and fire extinguisher inspection

III. Misc.

- 1/19: FY25 Budget presentation to Mayor and City Council
- Administration Team categorizing comments and summarizing take-a-ways from community survey
- 1/22: Marketing meeting with Communications Department regarding eNewsletter and summer library program.

IV. Marketing/Communication

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

Resources	Services	Information	Relationship
<ul style="list-style-type: none">• Book sets availability to start own discussion group via eNewsletter	<ul style="list-style-type: none">• January programs and book discussions via social media, eNewsletter, lobby digital display, and calendars.	<ul style="list-style-type: none">• Collection building article in Ankeny Living• Friends Bingo fundraiser via eNewsletter• January closures via eNewsletter	<ul style="list-style-type: none">• 1/9 & 30: City departments meeting• 1/25: Friends of the Library meeting• 12/29: Volunteers appreciation coffee & donuts

Sam Mitchel



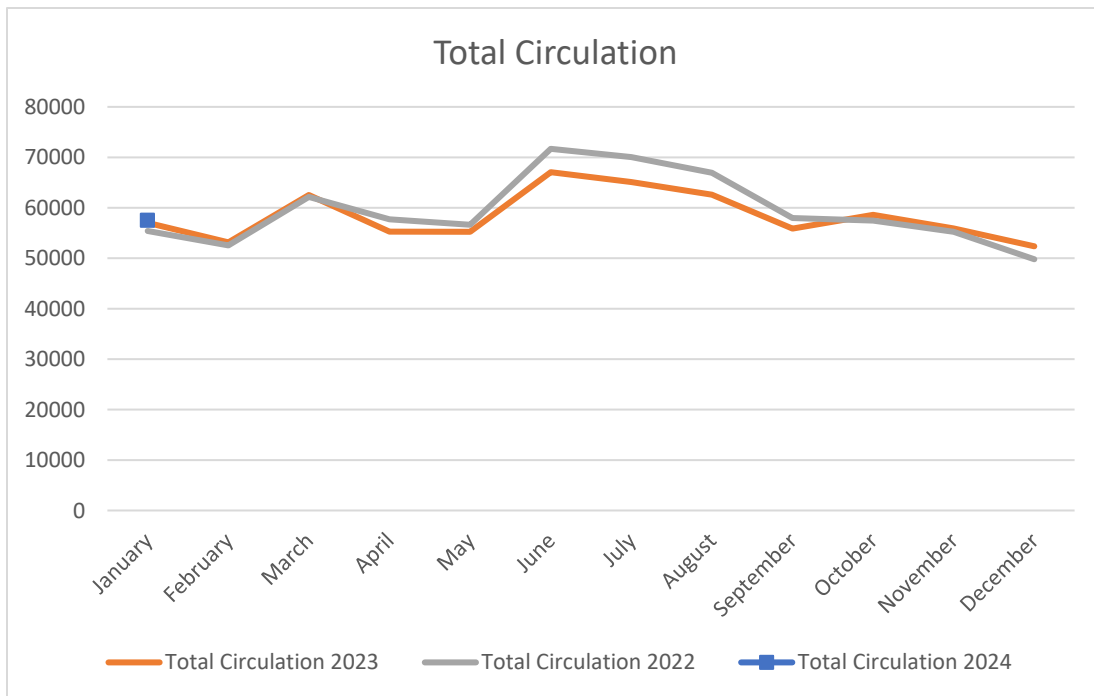
JANUARY 2024 CIRCULATION REPORT

By: Beth Schaefer

Date: 2/1/23

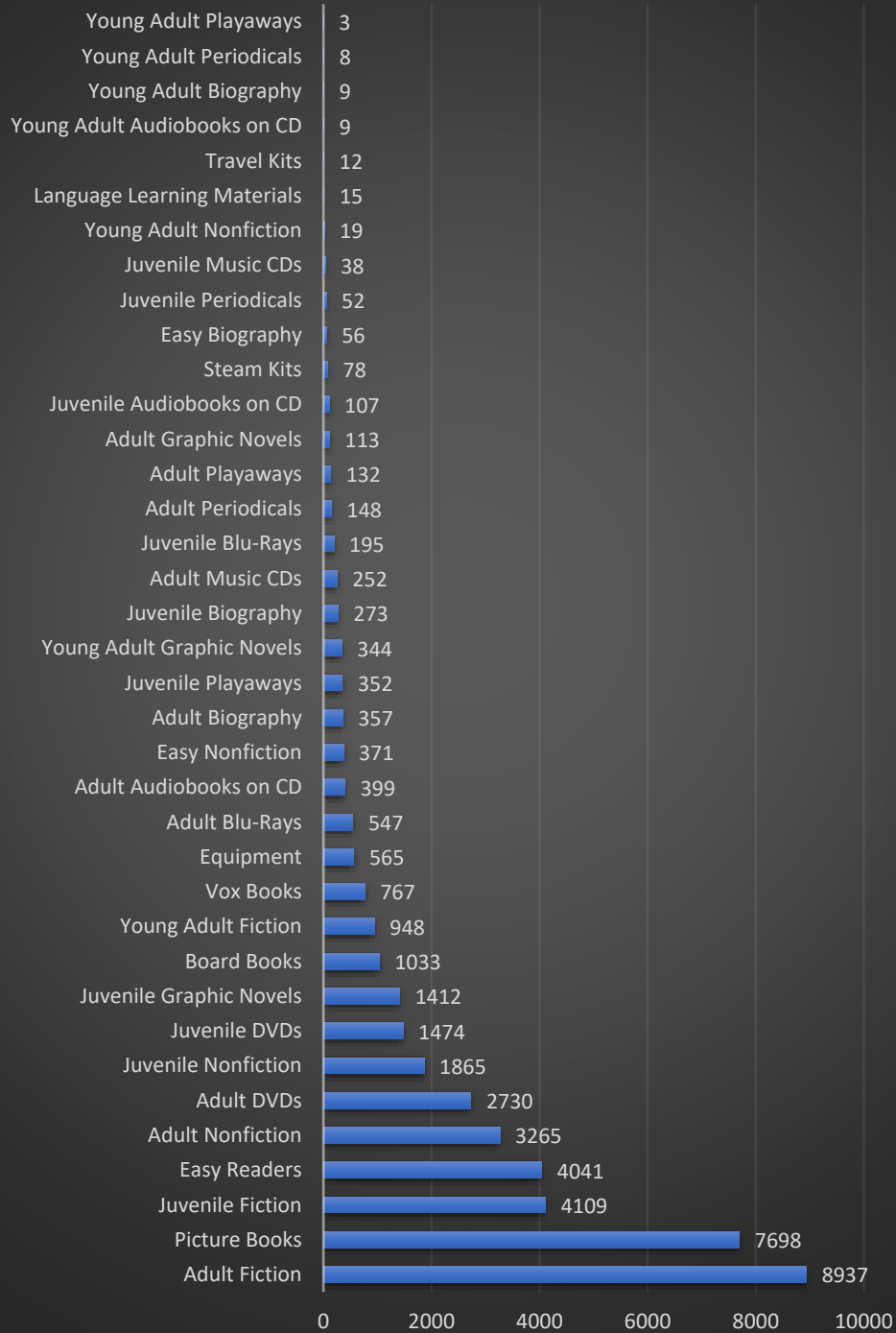
- New year, fresh start! In January, we did the annual patron account purge for 2+ year expired patrons.
- Our busiest day was January 2 with 1,303 visitors – starting the new year off right at the library!
- We had 32 volunteers help us for 176.5 hours in January.

	January 2024	January 2023	Difference	July 2023 - January 2024	July 2022 - January 2023	Difference
Physical Checkouts & Renewals (including Automatic)						
<i>Books</i>	35755	35468	1%	262571	121433	116%
<i>Videos</i>	4946	7266	-32%	35266	18300	93%
<i>Audio</i>	1292	1199	8%	9807	4408	122%
<i>Magazines & Other</i>	851	935	-9%	6558	2741	139%
Total Print Transactions	42844	44868	-5%	314202	146882	114%
Downloadable Transactions						
<i>Ebooks</i>	6,033	5629	7%	39,343	21,973	79%
<i>Videos</i>	0	0	#DIV/0!	0	0	#DIV/0!
<i>Audiobooks</i>	6,805	5800	17%	44,869	23,588	90%
<i>Magazines</i>	1787	682	162%	9,170	2,289	301%
<i>Adventure Pass</i>	36	35	3%	392	197	99%
Total Downloadable Transactions	14,661	12146	21%	93,774	48,047	95%
Total Circulation (Physical + Downloadable)	57,505	57014	1%	407,976	194,929	109%
Highlights						
<i>Steam kits</i>	77	89	-13%	578	277	109%
<i>WiFi Hotspots</i>	72	77	-6%	507	286	77%
Residency Checkouts (Print Transactions)						
<i>City of Ankeny</i>	37225	39185	-5%	270563	162079	67%
<i>Rural/Unincorporated Polk County</i>	2821	2794	1%	21741	12306	77%
<i>Open Access</i>	2687	2889	-7%	20992	12043	74%
Total Residency Checkouts	42733	44868	-5%	313296	186428	68%
Cardholders						
<i>Basic Access</i>	288	307	-6%	2143	1289	66%
<i>Temporary</i>	4	10	-60%	69	39	77%
<i>Online</i>	75	62	21%	355	218	63%
Total New Cardholders	367	379	-3%	2567	1546	66%
Total Active Cardholders	27237					
Visitors						
	25326	25461	-1%	201203	102285	97%



Circulation by Collection

January 2024 Print Checkouts and Renewals



Public Services Summary: (written by Holly Sealine)

January Highlights:

I cannot believe we are almost half-way through fiscal year 2024! I believe things are going well and we are working at stream-lining processes and working towards our organization of excellence as described in the strategic plan. I know we will continue to have things or issues come up, but we have a strong library team, program team, and admin team. Below are some of the accomplishments from this last month, and some goals for the upcoming month:

Accomplishments:

- Worked with Sam and Beth to analyze the community survey
- Posted the Summer Library Internship job, and have been working through applications as they are received. Once the position closes, I will narrow the applications to our top candidate.
- Started working with Amanda and Sam to discuss the potential and needs study for switching the makerspace and teen rooms to better meet our library uses.
- Worked with program team on Summer Library Program details.

Upcoming Goals:

- Review results from programming and marketing survey from surrounding library communities.
- Work with Amanda to develop a plan regarding makerspace and teen room changes
- Work with Sam and Beth to utilize the analyzed survey to set goals for finishing out the current strategic plan; and what we can actually do about some of the input from community members.
- Planning a March Adult Craft Night/Saturday
- Planning the Authors Fair for Saturday April 20, 2024
- Continue working with program team on Summer Library Program 2024 details and promotion

Statistics:

FY24	January 2024		Year to Date by Age Level		January 2023	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
Baby/toddler (0-5)	31	902	179	6094	45	1575
Youth (6-11)	2	109	19	532	3	55
Teen (12-18)	10	69	74	560	10	75
Adult (18+)	29	241	235	1737	19	389
All Ages	5	460	60	5490	7	801
Monthly Total	77	1781			84	2895
Year to Date of All Program Types	567	14413			495	17354
Additional services	January 2024		FY24 Year to Date		January 2023	
Technology Appointments	4		49		2	
Exam Proctoring	3		48		1	
Notary Appointments	7		332		25	
Patron Computer Usage	1203		9489		1310	
Reference Interactions	983		6192		15	
Storytime To-Go Kits	1000		8000		1000	
Unique Wireless Usage	5456		47014		6820	
Room Usage	January 2024		FY24 Year to Date		January 2023	
Children/Teen Program Rooms	37		231		67	
City Council Chambers	14		110		17	
Conference Rooms and Lounge B	539		4079		402	
Meeting Rooms (A, B, C, ABC, BC)	52		407		33	
Makerspace	29		238		6	
Off-Site /Virtual / Misc.	3		40		3	
Total Usage	674		5105		528	
Digital Resources (Included)	January 2024		FY24 Year to Date		January 2023	
Ancestry Library Edition	367		2513		238	
Brainfuse: HelpNow	24		254		58	
Brainfuse: JobNow / VetNow	7		105		8	
Consumer Reports	846		3590		806	
Heritage Quest	37		747		104	
Hoopla	826		4359		354	
Library Speakers Consortium	432		3210		223	
Lote4Kids	139		343		--	
New York Times Online	197		2823		799	
Novelist K-8	1		1		--	
Novelist Plus	196		960		11	
Novelist Select	471		2797		367	
Reference Solutions	10		192		11	
ValueLine	1577		10145		1451	
Digital Resources (Not Included)						
Niche Academy	30		162		45	
Total Usage (Included Only)	5130		32039		4454	

* Added Transparent Language to total usage 2023

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

January Highlights:

We had some inclement weather issues throughout January and had to cancel a few events but overall, we had lots of fun and made the most of the events we did have. We had to postpone Family Bingo for Books and our K-5 Pokémon Maker Crew, but we will make those events up within the next two months. Morning events (Babies & Books, Story Time, and Sing & Shake, continue to be wildly popular. Though numbers tend to slip a bit for winter, we still have a great turnout each day.



K-5 Drop-In Taste-Test Tuesday

25 kids joined us to kick off a brand-new K-5 program we're hosting each month, **Taste-Test Tuesday**. We heard that younger kids were sad they had to miss out on the tween/teen taste-test programs, so we started one. We took 6 different kinds of Cheerios and made a matching game. Kids got to taste the Cheerio and match it to the correct flavor. We have kids very excited for this event to continue in February, which is all about Hershey Kisses.



Boxcar Drive-In

A huge highlight for us was our **Boxcar Drive-In Movie** event. We've been saving Baker & Taylor boxes for months so patrons could take home a box to decorate and bring it back to enjoy the new Paw Patrol movie in Meeting Room ABC. We had 84 join us for this event, which is a huge win for a winter evening event.



Silly Song Saturdays

January kicked off our new family music series, **Silly Song Saturdays**, with 445 joining us for David Landau!



Upcoming Goals:

Our biggest goal is to continue serving our kids fun and educational programs! Developing and increasing literacy skills are always our number one goal, and we have a way of making it fun. We started a weekly *Literacy Tip Tuesday* segment on Facebook and have been happy so far with the reach!

- Continue planning and implementing programs for spring.
- Finalize and prep Spring Break Week events (Mario theme)
- Create and put out the Spring Story Stroll
- Brainstorm and research spring rhymes and songs for all morning programs
- Continue all 2024 Summer Library prep: booking entertainment, working on prizes, logs, events, etc.

Teen Services Update: (written by Amanda Bellis)

January Highlights:

The weather decided to wreak havoc on several programs this month. Pokémon Club will meet for the first time in February now, and based on inquiries and registrations I'm expecting a large crowd. I rescheduled **Be A Kid Again** for a no school day in March, so everyone will still have a chance to participate in that program as well.

This month's most popular program was **Design Your Own Tumbler Cup**, and I had two full sessions. This was another program that filled up quickly; while I do offer a waitlist option, it's also possible that some interested patrons don't sign up or try to participate because the event is already to a waitlist by the time they see it. I would love to be able to offer more spots for popular programs like this, but that continues to be difficult due to space, budget, and staffing constraints.

Books & Bagels continues to grow at Centennial, and now both high schools regularly have 12-20 attendees. This program is a great way for me to connect with Ankeny's high school students, who are often too busy to regularly attend library programs, but who still use the library for book checkouts, study space, etc. I appreciate the chance to hear what they're reading to help my collection development practices, as well as learning more about how this group uses the library.



I had a chance to meet with Holly and Sam this month, as well as with Jay from IT, to discuss the idea of swapping around the **makerspace and the teen room**. There are a number of reasons for this proposed change, including making both rooms more usable for staff and patrons, making the teen room more visible (and easier to monitor), and allowing me to have my workspace in the teen room (which would let me see/interact with our teens more). We have a solid plan in place for how the change would work, and we know that it's feasible from an IT standpoint. Our next step is to talk with city maintenance and decide how to proceed based on the information we receive.

Upcoming Goals:

- Continue to work on planning programs for summer. I have a number of ideas, but I would like to start picking dates and reserving space, as well as working on a list of supply needs to determine cost.
- Continue to work with Sam, Holly, and other city departments on the proposal of switching the makerspace and teen room. We have a work request in to maintenance and are waiting to hear back so we can plan our next steps.
- Continue to work with Holly and the rest of the program team as we plan for the 2024 Summer Library program.

Adult Services Update: (written by Justin Armbruster)

OverDrive Checkouts	14,625
Documents Notarized	12
Book a Librarian Appointments	4 (two walk-in, two scheduled)
Reference Transaction	32
Proctored Exams	3

January Highlights:

In January, we hosted our second puzzle competition called **Puzzle Palooza** and it was extremely successful. We had 20 teams competing with a total of 73 participants. Several teams inquired about the next time we would have this program as they enjoyed it so much.

I was also part of a **panel discussion**, along with three other librarians from other libraries, hosted by the Des Moines Women's Club at Hoyt Sherman Theatre. I discussed some of our services with which some people are not aware we offer. For instance, I talked about our makerspace and the various stations and their functions. I also mentioned our tech assistance and notary services. The group was very appreciative of the information we provided and many were surprised by the different amenities we offered.

We also hosted the last of our four-part **virtual organization series**. This one was very well attended and people had so many questions at the end, the program ran for a half hour longer than planned. Thankfully, the presenters were gracious enough to answer every single one. I had a staff member who viewed the program and she told me she was very impressed with the program.

Upcoming Goals:

- Learning more about the capabilities of our Cricut machine. I am hosting my first Cricut program in February about how to make stickers.
- Determine what is wrong with our turntable in the makerspace, as it is making a strange sound and doesn't appear to work. It may need to be replaced and, if so, I'll conduct the research to determine what to replace it with, or if it's something we want to continue to offer.

Obstacles and Frustrations:

In terms of frustrations this month, I had very few that were library-related, as most were weather or personal. I appreciated the decisions that were made due to the historically awful weather conditions in January.

Acquisitions/Cataloging Report – January 2024

January acquisitions were down slightly but roughly the same amount of money was expended. This is because a number of core reference titles, such as updated International Building Code books, were purchased. Some reference titles can exceed \$350.00 per volume. As with every other part of the collection, we routinely evaluate usage to make sure our dollars are being used wisely. Print reference is a collection that continues to shrink each year as more digital resources supersede them. However, some of these books are still in high demand and are still warranted.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	13	Adult Audio Books	30
Adult Fiction	380	Adult Blu-Rays	12
Adult Graphic Novels	6	Adult DVDs	34
Adult Non-Fiction	116	Adult Music CDs	1
		Adult Playaways	5
Picture books	67		
Board books	6	Juvenile Audio Books	1
Easy Non-fiction	1	Juvenile Blu-rays	2
Easy Readers	21	Juvenile DVDs	8
Vox Books	1	Juvenile Music CDs	0
		Juvenile Playaways	3
Juvenile Biography	6		
Juvenile Fiction	72	Young Adult Audio Books	0
Juvenile Graphic Novels	32	Young Adult Playaways	0
Juvenile Nonfiction	8		
		Totals	96
YA Biography	0		
YA Fiction	65		
YA Graphic Novels	19		
YA Nonfiction	0		
Totals	813		

Twelve Month Comparative Totals

	1/23	2/23	3/23	4/23	5/23	6/23	7/23	8/23	9/23	10/23	11/23	12/23
Print	678	652	952	754	975	827	747	841	820	1045	728	557
A/V	73	148	155	204	133	98	145	149	115	89	165	109

**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.

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; March 16, 2023

- 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, not including equipment or WiFi hotspots. 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 can be renewed up to two (2) times.
2. **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.
3. **STEAM Kits** check out for 14 days and cannot be renewed. One (1) kit per card may be checked out.
4. **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
WiFi Hotspots, digital projectors, projector screen, slide projector, STEAM Kits	\$3.00 per day; cap of \$15.00 per item

ADDITIONAL INFORMATION:

Patrons may check out up to 100 items at one time.

Expired Accounts

- Expired registration records are removed at least every three years in order to satisfy State Library of Iowa accreditation standards.

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- Accounts that are (5 year) (7 year) (10 year) expired with (overdue) (and) (lost) charges will be deleted.

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