



Ankeny Kirkendall Public Library  
BOARD OF TRUSTEES  
Thursday, March 21, 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. February 15, 2024
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Policy/Procedure Review	A. Sex Offender Policy
VI. Director's Report – Sam Mitchel	
VII. 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
VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
IX. Friends of the Library (Update)	
X. Old Business	A. Fines and Fees Procedures: Notices & Correspondence B. Capitol Day – Legislation Update
XI. New Business	A. Iowa Learns Tutorial
XIII. Adjourn	A. Next Meeting: April 18, 2024

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

**Thursday, February 15, 2024**

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

**Location: City Council Chambers - Library**

**Present:** Gene Lucht, John Meyer, Miranda Piepho, Nancy Medema, Fred Schuster (online)

**Staff:** Sam Mitchel, Holly Sealine

Topic	Discussion
<b>Call to Order</b>	Meyer called the meeting to order.
<b>Approval of Minutes</b>	Motion made by Lucht to approve the January 2023 meeting minutes. Second by Medema. Motion passed unanimously.
<b>Public Comments</b>	
<b>Consent Agenda</b>	Sam Mitchel, Director, presented Financials <ul style="list-style-type: none"><li>• Run rate: 58.3%. We are just under (at 57.65%).</li><li>• Electronic Services is up a little. Mitchel contacted IT department to see if this is anything more than typical usage.</li><li>• Meyer asked about Land &amp; Tree service. Mitchel responded that this is our landscaping funds.</li><li>• Schuster asked about Training &amp; Education – are we planning more education items? Mitchel responded that they will spend on the in-service day, PLA, ILA, and some on webinars. This is for Trustees and the library staff.</li><li>• Schuster asked about Travel funds – Mitchel responded that this is for outreach programs or conferences.</li></ul>
<b>Policy/Procedure Review</b>	<p>Circulation Policy</p> <ul style="list-style-type: none"><li>• Mitchel was tasked to add a phrase about Expired Accounts that still have fine/fee associated with it. The new phrase needs to define the amount of time an account can be expired before we expunge the record.<ul style="list-style-type: none"><li>○ Medema asked what the city thinks the time frame should be. Mitchel has brought this up in a few past council meetings with no response. Medema asked that we put a dollar amount on what will be forgiven. Meyer responded that at some point, it doesn't matter how much the overdue fee is. We just may not be able to recover it.</li><li>○ Schuster asked what we do to try and collect the funds. Holly responded – we send a text when the item is about to be due; at 1-2 weeks late, an email is sent; at 45 days late, a letter is sent to your home. If the fines are over \$55, the library has the option to send it to collections.</li><li>○ The group proposed we set a limit of 7 years. Medema motioned that we add this verbiage to the policy (delete accounts that are over 7 years expired with any charges). Seconded by Piepho. Opposed by Schuster. Motion passed.</li></ul></li></ul> <p>Schuster asked to have more discussion about the methods we take to contact persons with late materials. This is included in the Fines and Fees Policy. This discussion was delayed until our meeting.</p>

Topic	Discussion
<b>Director's Report</b>	<p>Presented by Mitchel:</p> <ul style="list-style-type: none"> <li>Facility – working to switch the Teen/Makerspace rooms. We are also conducting monthly AED and fire extinguisher inspections. Will also be conducting staff training on AED.</li> <li>City conducted a lunch for tenured employees. 2 library staff were honored.</li> <li>Conducted marketing for our services.</li> </ul>
<b>Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	
<b>Friends of the Library (Update)</b>	Medema reported the bingo night was a few weeks ago. It was a very full event – very successful.
<b>Old Business</b>	
<b>New Business</b>	<p>Community survey results &amp; responses</p> <ul style="list-style-type: none"> <li>Most people who use library live on the North side of Ankeny.</li> <li>Majority were between 30-50 years old.</li> <li>26% say they use the library monthly.</li> <li>If they don't use the library, respondents say they use streaming services or purchase own resources.</li> <li>The staff was rated very highly.</li> <li>Most respondents say they want it to be a quiet place to study, information center, or a place to learn or be entertained.</li> <li>Majority of respondents say they don't attend programs due to scheduling conflicts.</li> <li>More than 65% said the library has the materials they're looking for.</li> </ul> <p>Some questions are being reviewed by library staff to see if we can't gather more information.</p>
<b>Professional Development</b>	Trustee Handbook (chapters 1 and 2): 45 minutes of continuing education.
<b>Adjourn</b>	<p>Next meeting: March 21, 2024</p> <p>Motion to adjourn made by Medma. Second by Lucht.</p>

Respectfully submitted, Miranda Piepho, Secretary

**City of Ankeny**  
**Ankeny Kirkendall Library**  
**Fiscal Year 2024 Expenditure Report**

	<b>FY 2021 Actual</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY24 Budget</b>	<b>As of February 29, 2024</b>	<b>FY 2024 Balance Remaining</b>	<b>% Expended</b>	
Personal Services								
Salaries and Wages	4101	544,747.48	627,972.10	677,830.34	723,184.00	471,525.15	251,658.85 65.20%	
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	511,610.84	346,389.16 59.63%	
Longevity	4109	3,884.46	2,557.59	2,807.58	3,269.00	2,038.38	1,230.62 62.35%	
FICA	4116	87,200.71	100,504.98	108,192.25	121,670.00	74,266.38	47,403.62 61.04%	
IPERS	4117	108,664.10	120,765.39	144,774.57	149,666.00	92,379.86	57,286.14 61.72%	
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	120,467.00	104,591.00	107,940.82	107,576.00	83,368.85	24,207.15 77.50%	
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	1,240,128.87	730,611.13 62.93%	
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	1,645.15	2,854.85 36.56%	
Computer Services	4215	74,297.70	78,070.91	57,108.29	61,900.00	36,745.45	25,154.55 59.36%	
Waste Management Services	4224	924.65	1,004.92	715.54	1,000.00	718.06	281.94 71.81%	
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	4,569.00	6,111.00 42.78%	
Electric Charges	4247	65,030.22	58,142.88	59,856.64	76,000.00	45,556.15	30,443.85 59.94%	
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	42,368.96	13,131.04 76.34%	
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	475.74	2,374.26 16.69%	
Meetings and Food	4269	332.34	255.60	695.22	500.00	162.19	337.81 32.44%	
Building Maintenance Services	4270	102,704.12	112,584.88	147,228.73	127,000.00	72,701.43	54,298.57 57.25%	
Electronic Services	4273	4,402.84	3,734.45	4,953.15	6,000.00	3,997.01	2,002.99 66.62%	
Special Program/Event Services	4292	4,416.00	9,246.50	8,564.80	10,000.00	3,343.80	6,656.20 33.44%	
Postage and Shipping	4296	2,353.23	783.80	2,626.68	5,000.00	2,670.05	2,329.95 53.40%	
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	313,047.57	145,382.43 68.29%	
Commodities								
Office Supplies	4310	8,101.81	9,339.11	9,930.86	11,000.00	7,260.49	3,739.51 66.00%	
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	8.87	191.13 4.44%	
Special Programs/Events Supplies	4343	12,183.14	14,954.59	12,084.72	12,000.00	6,736.32	5,263.68 56.14%	
Circulation Materials	4344	7,507.40	19,777.92	10,078.76	23,000.00	8,020.30	14,979.70 34.87%	
Library Books/Reference Materials	4345	147,712.53	148,751.34	148,990.58	151,000.00	107,691.30	43,308.70 71.32%	
Multimedia Materials	4346	75,153.38	77,659.07	84,263.61	73,000.00	57,490.15	15,509.85 78.75%	
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	4,887.54	5,112.46 48.88%	
Building Maintenance Supplies	4380	8,720.88	15,998.79	19,776.81	23,000.00	8,579.29	14,420.71 37.30%	
Total Commodities		302,599.41	331,144.69	321,320.37	360,400.00	256,300.24	104,099.76 71.12%	
Capital Outlay								
Building Improvements	4420	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	
Debt Service								
Equipment Reserve Payments	4595	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers		0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Expenditures</b>		<b>2,101,473.78</b>	<b>2,379,277.85</b>	<b>2,547,087.68</b>	<b>2,789,570.00</b>	<b>1,809,476.68</b>	<b>980,093.32</b>	<b>64.87%</b>
FTEs		22.85						

**City of Ankeny**  
**Ankeny Kirkendall Library**  
**Fiscal Year 2024 Revenue Report**

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Budget	As of February 29, 2024	FY 2024 Balance Remaining	% Received
Commissions	3415	337.74	467.02	460.20	300.00	855.24	(555.24)
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	57,969.47	(47,969.47)
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
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
Operating Grants	3517	14,111.86	16,430.18	16,856.61	16,857.00	16,875.07	(18.07)
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	8,187.16	(187.16)
Miscellaneous Service Charges	3699	1,411.45	1,335.51	1,129.05	2,000.00	725.45	1,274.55
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	301.50	98.50
Private Contributions	3831	0.00	0.00	0.00	0.00	225.00	(225.00)
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	4,968.90	(4,968.90)
Library Fines	3861	19,374.03	20,924.23	19,373.61	20,000.00	11,140.33	8,859.67
Lost Materials	3868	3,400.58	4,758.18	3,779.14	4,000.00	2,837.86	1,162.14
Legal Settlement/Damages	3869	2,028.37	2,567.08	2,287.08	2,000.00	1,493.46	506.54
Overages/Shortages	3891	189.44	74.17	36.53	0.00	46.22	(46.22)
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		<b>196,312.27</b>	<b>261,656.97</b>	<b>334,863.53</b>	<b>260,971.00</b>	<b>236,878.29</b>	<b>24,092.71</b>
							<b>90.77%</b>

## Director's Report

### February 2024

#### I. Personnel

- 2/9: All staff quarterly meeting
- Anniversaries: Denise Halls (library associate – 18 yrs.), Kelly Munter (Youth Librarian – 18 years), Heidi Warren (library associate – 4 yrs.)

#### II. Facility

- Painting schedule: meeting, conference, and study rooms discussion with Ankeny Facilities Superintendent.
- Monthly AED and fire extinguisher inspection

#### III. Misc.

- Administration team finished up categorizing community survey
- 2/7: Attended online information meeting regarding proposed State legislation impacting library
- Notary appointments: 10

#### 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"><li>• Book sets availability to start own discussion group via eNewsletter</li></ul>	<ul style="list-style-type: none"><li>• February programs and book discussions via social media, eNewsletter, lobby digital display, and calendars.</li></ul>	<ul style="list-style-type: none"><li>• Collection building article in Ankeny Living</li><li>• Friends Trivia fundraiser via eNewsletter</li><li>• Consumer Reports Online Database highlight via eNewsletter</li><li>• Supporting the library via Ankeny Living</li></ul>	<ul style="list-style-type: none"><li>• 2/13 &amp; 27: City departments meeting</li><li>• 2/29: Friends of the Library meeting</li></ul>

Sam Mitchel



# FEBRUARY 2024 CIRCULATION REPORT

**By: Beth Schaefer**

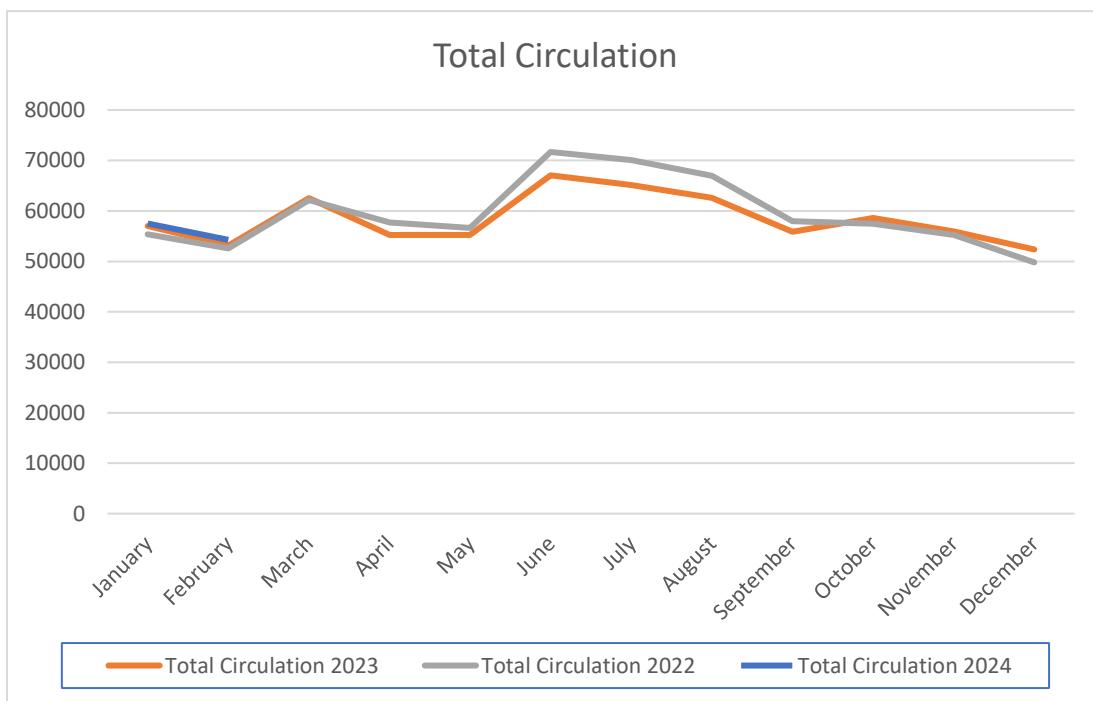
**Date: 3/1/23**

- In February, Holly, Madeline, Molly, and I visited Rock Creek Elementary for Literacy Night and Southeast Elementary for Winter Conferences. Each night we made tons of buttons, handed out March program calendars, and registered new library cards. P.S. Most people already had their library card, which is what we love to hear!



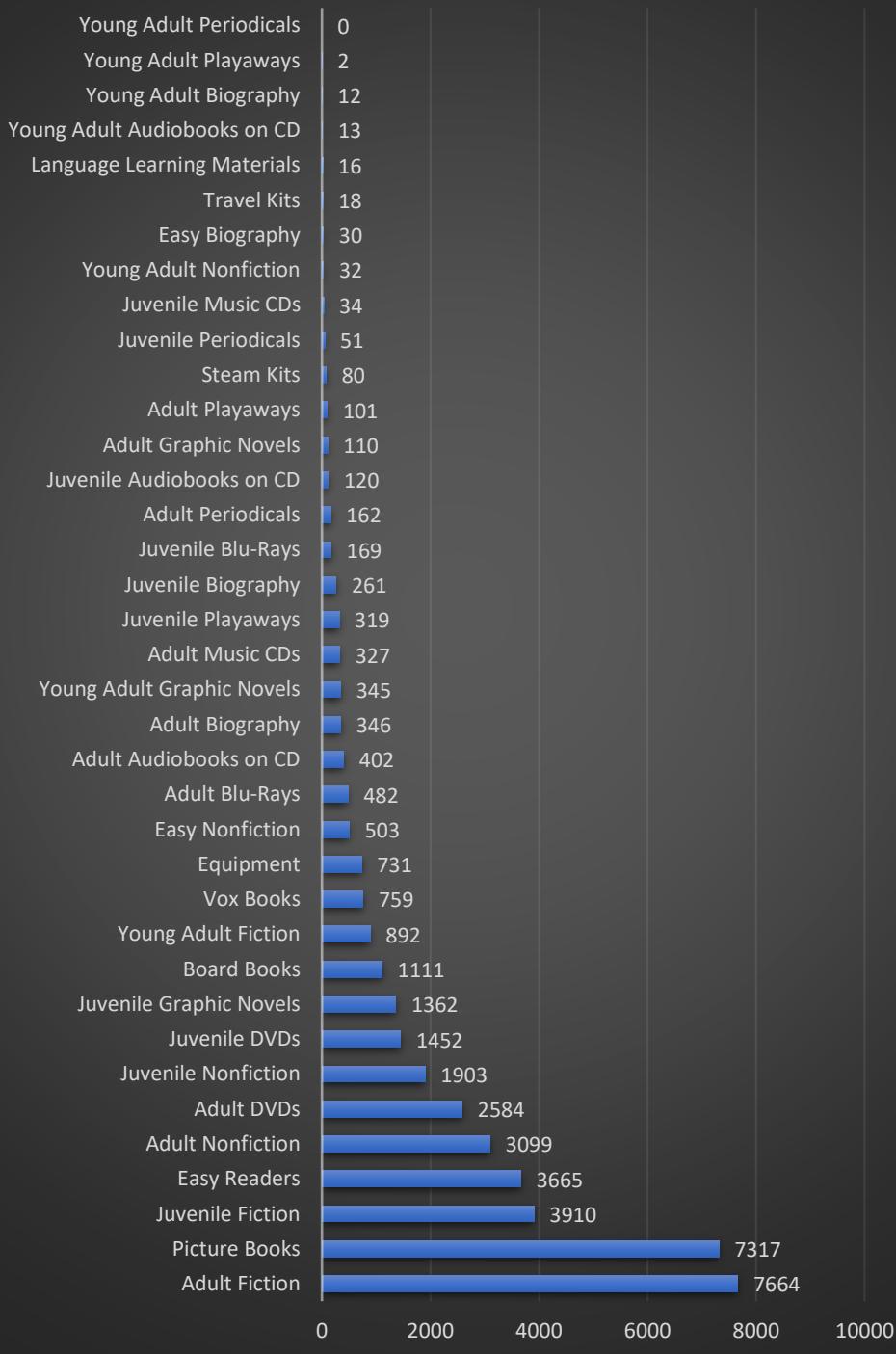
- Our busiest day was February 3 with 1,544 visitors; Silly Song Saturdays featuring Chad Elliott brought in 382 guests that day!
- We had 27 volunteers help us for 174.5 hours in February.

	February 2024	February 2023	Difference	July 2023 - February 2024	July 2022 - February 2023	Difference
<b>Physical Checkouts &amp; Renewals (including Automatic)</b>						
Books	33503	33671	0%	296074	304567	-3%
Videos	4687	6590	-29%	39953	61352	-35%
Audio	1318	1354	-3%	11125	11017	1%
Magazines & Other	1024	933	10%	7582	7053	8%
<b>Total Print Transactions</b>	<b>40532</b>	<b>42548</b>	<b>-5%</b>	<b>354734</b>	<b>383989</b>	<b>-8%</b>
<b>Downloadable Transactions</b>						
Ebooks	5,436	4872	12%	44,779	38,734	16%
Audiobooks	6,542	5244	25%	51,411	40,505	27%
Magazines	1720	442	289%	10,890	3,990	173%
Adventure Pass	39	33	18%	431	422	2%
<b>Total Downloadable Transactions</b>	<b>13,737</b>	<b>10591</b>	<b>30%</b>	<b>107,511</b>	<b>83,651</b>	<b>29%</b>
<b>Total Circulation (Physical + Downloadable)</b>	<b>54,269</b>	<b>53139</b>	<b>2%</b>	<b>462,245</b>	<b>467,640</b>	<b>-1%</b>
<b>Highlights</b>						
Steam kits	78	104	-25%	656	616	6%
WiFi Hotspots	77	77	0%	584	568	3%
<b>Residency Checkouts (Print Transactions)</b>						
City of Ankeny	35222	36792	-4%	305785	336238	-9%
Rural/Unincorporated Polk County	2595	2725	-5%	24336	23532	3%
Open Access	2567	3031	-15%	23559	24219	-3%
<b>Total Residency Checkouts</b>	<b>40384</b>	<b>42548</b>	<b>-5%</b>	<b>353680</b>	<b>383989</b>	<b>-8%</b>
<b>Cardholders</b>						
Basic Access	331	276	20%	2474	2505	-1%
Temporary	12	9	33%	81	103	-21%
Organization			#DIV/0!	1	0	#DIV/0!
Online	47	43	9%	402	418	-4%
<b>Total New Cardholders</b>	<b>390</b>	<b>328</b>	<b>19%</b>	<b>2958</b>	<b>3026</b>	<b>-2%</b>
<b>Total Active Cardholders</b>	<b>27355</b>					
<b>Visitors</b>	<b>28512</b>	<b>23797</b>	<b>20%</b>	<b>229715</b>	<b>223143</b>	<b>3%</b>



## Circulation by Collection

### February 2024 Print Checkouts and Renewals



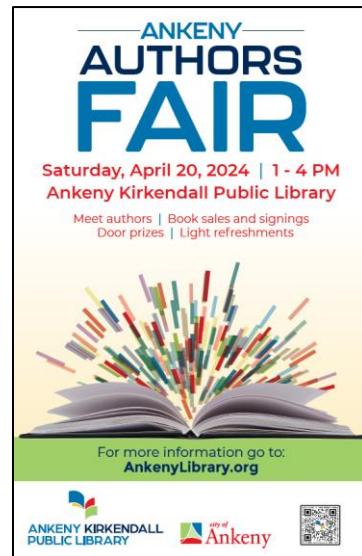


# Public Services Report - February 2024

## Public Services Summary: (written by Holly Sealine)

### February Highlights:

Another month has flown by, and I have LOVED the warm weather that we have enjoyed this “winter”. It has made it even more enjoyable to come to work! My biggest accomplishment this past month is working with Communications Department to approve a flyer for our upcoming Ankeny Authors Fair on Saturday April 20, 2024 from 1PM – 4PM. I put out a call for authors and have 58 individuals that have applied to participate!



### Accomplishments:

- Presented Community Survey Results to Board of Trustees, and began thinking about how to implement the results in different areas of the library related to public services (especially programming and at the reference and youth service desks).
- Reviewed 50 applications for the Summer Library Internship job and narrowed it down to 4 candidates.
- Planned, marketed, and taught a keychain macramé adult craft activity on a Saturday morning (in respond to the community survey to offer different times). We had 13 participants and I learned a lot about preparing programming which I believe helps me be a better manager for my team members.
- Continued working with the program team on Summer Library Program details. It is our goal to have most of the details worked out by April 15<sup>th</sup>. This included working with a local business to get our annual staff summer shirts ordered (pd. for by the Friends of the Library); and set-up the public store so that our community members have an opportunity to purchase these same shirts as a fundraiser for the Friends. We would encourage everyone to purchase either a shirt or tote bag once the fundraiser begins March 21<sup>st</sup>.
- Started a Continuing Education course through the University of Wisconsin0 – Madison about Programming with Purpose. The idea is that we do not have programs for the sake of having programs but rather we align our programs with our strategic plan, vision, mission statement, etc. It has been a WONDERFUL course and I look forward to the remaining two weeks of material.

### Upcoming Goals:

- A work request has been submitted to City Building Maintenance to discuss the next steps of switching the Teen and Makerspaces around. I am hopeful that we can get 30 minutes of his time in the coming month so that we can move this discussion forward.
- Review results from programming and marketing survey from surrounding library communities.
- Finish planning, marketing, and organizing the Ankeny Authors Fair 2024 for Saturday April 20, 2024 from 1-4 PM. Please invite all friends and family to attend, it should be a lot of fun!
- Complete my Continuing Education Course



# Public Services Report - February 2024

- Work with the Iowa Artists Organization to partner with them to host an Art Show at the library on Saturday April 13, 2024 from 10AM – 3PM.
- Finalize Summer Library Program details with the program team which will include producing our marketing materials and videos.
- Interview 4 finalists for the Summer Library Intern Position and will be interviewing those candidates in the next couple of weeks to narrow it down to a final candidate. I will also be working to create the interns schedule as well as projects that the person will work on throughout the summer to get a full understanding of working in a public library.

## Statistics:

FY24		February 2024		Year to Date by Age Level		February 2023	
		Programs	Attendees	Programs	Attendees	Programs	Attendees
Early Learners (0-5)	32	1040	211	7134	37	1256	
School Age (6-11)	2	90	21	622	6	203	
Tween/Teen (12-18)	12	108	86	668	6	66	
Adult (18+)	33	284	268	2021	25	467	
General Interest	10	539	70	6029	5	102	
<b>Monthly Total</b>	<b>89</b>	<b>2061</b>			<b>79</b>	<b>2094</b>	
<b>Year to Date of All Program Types</b>	<b>656</b>	<b>16474</b>			<b>574</b>	<b>19448</b>	
<b> </b>							
<b>Additional services</b>	<b>February 2024</b>		<b>FY24 Year to Date</b>		<b>February 2023</b>		
Technology Appointments	5		54		9		
Exam Proctoring	7		55		2		
Notary Appointments	58		390		36		
Patron Computer Usage	1431		10920		1315		
Reference Interactions	953		7161		26		
Storytime To-Go Kits	5000		13000		1000		
Unique Wireless Usage	6670		53684		6720		
<b> </b>							
<b>Room Usage</b>	<b>February 2024</b>		<b>FY24 Year to Date</b>		<b>February 2023</b>		
Children/Teen Program Rooms	38		269		42		
City Council Chambers	20		130		17		
Conference Rooms and Lounge B	664		4743		555		
Meeting Rooms (A, B, C, ABC, BC)	75		482		70		
Makerspace	40		278		49		
Off-Site /Virtual / Misc.	5		45		10		
<b>Total Usage</b>	<b>842</b>		<b>5947</b>		<b>743</b>		
<b> </b>							
<b>Digital Resources (Included)</b>	<b>February 2024</b>		<b>FY24 Year to Date</b>		<b>February 2023</b>		
Ancestry Library Edition	905		3418		16		
Brainfuse: HelpNow	33		287		30		
Brainfuse: JobNow / VetNow	233		338		3		
Consumer Reports	1510		5100		504		
Heritage Quest	118		865		230		
Hoopla	769		5128		369		
Library Speakers Consortium	583		3793		241		
Lote4Kids	125		468		--		
New York Times Online	313		3136		445		
Novelist K-8	19		20		--		
Novelist Plus	558		1518		91		
Novelist Select	754		3551		229		
Reference Solutions	30		222		163		
ValueLine	1546		11691		1378		
<b>Digital Resources (Not Included)</b>							
Niche Academy	38		200		28		
<b>Total Usage (Included Only)</b>	<b>7496</b>		<b>39535</b>		<b>3723</b>		11

\* Added Transparent Language to total usage 2023



# Public Services Report - February 2024

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

### February Highlights:

#### Summary

The library was full of love this month. Patrons filled out hearts to show us why they love their library. Our community sticker scene was also completed. The picture was *Brown Bear, Brown Bear, What Do You See?*



#### Popcorn, PJs, Puzzles & Games

We tried to hold this event last year but it got snowed out. We were so excited to have several families attend this year!



#### Silly Song Saturdays

Our second Silly Song Saturday continued to be a success! We had **382** join us for Chad Elliott.



#### K-5 Programs

Our second taste-test event had even more people in attendance, with a total of **35!** Our plan of switching gears for the K-5 group and focusing on fun and entertainment has definitely paid off. Kids tested out different flavors of Hershey Kisses this month. We were able to stump quite a few kids due to the Milkilicious flavor. Our Pokémon Maker Crew was also a hit with **55** in attendance! We had fun with air dry clay characters, sticker scenes, Harry Potter UNI, and coloring.





# Public Services Report - February 2024

## Upcoming Goals:

Our biggest goal is to continue serving our kids fun and educational programs! We started a weekly *Literacy Tip Tuesday* segment on Facebook and have been happy so far with the reach.

- Continue planning and implementing story times, babies, sing & shakes, and all weekly K-5 programs for spring.
- Finalize April calendar
- Finalize and prep Mario Spring Break Week
- Create another interactive display in the children's area
- Create monthly Story Strolls; our goal is to get one out each month now, excluding winter
- 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. We have made so much progress on the summer library program and it's getting us very excited for what's to come!

## Teen Services Update: (written by Amanda Bellis)

### February Highlights:

I had a phenomenal turnout for the first meeting of Pokémon Club this month, with 27 in attendance! It definitely got a bit tight with that many people in the teen room, so I will be moving future meetings downstairs to Meeting Room A. While this is a great problem to have, it can be tricky to schedule my programs in the meeting rooms because they are so often in use. I'm lucky that the time of Pokémon Club is available, but I've already run into some challenges when trying to schedule summer programs in the meeting rooms, and I've had to adjust my intended schedule accordingly. It's difficult to plan events more than 6 months out, as I don't know what my personal life will look like, or sometimes which programs will be successful, but it feels necessary to start planning that far ahead when the rooms can fill up so fast.





# Public Services Report - February 2024

Another successful program this month was Plant Pot Decorating + Seeds. I love programs like this, where everyone starts with the same materials but has creative freedom with the end result. Attendees were able to paint/decorate a small pot, and could then fill the pot with soil and vegetable seeds of their choice. Beyond the creative aspect of decorating the pots, I wanted attendees to be able to explore gardening and growing plants, as well as to have the chance to eat what they grow. There was a lot of excitement about the seed options, and I hope to hear how everyone's plants are doing as time goes on.



In January and February, I tried offering a program called Totally Random Tuesday, with the intent of using up some leftover supplies from past programs. I had very low attendance across all sessions, so I am not going forward with the idea. My belief is that patrons are more likely to attend a program when they know what to expect, and programs like this where the activity is a surprise don't draw in as many people. I'm hoping to apply my idea of using up leftovers at a special program in May, where I will advertise which leftovers are available.

We are still waiting for a meeting with city maintenance to determine the next steps for the proposal to switch the teen room and makerspace. We have a request submitted, but this project is lower on the priority list. I'm hoping we'll be able to move forward in the coming month, but I know that it may not happen.

## Upcoming Goals:

- Continue working on summer planning. I have a schedule of programs set, with rooms reserved; the next steps are writing descriptions, creating fliers, and starting my supply list.
- Continue to work with Sam, Holly, and other city departments on the proposal of switching the makerspace and teen room.
- Continue to work with Holly and the rest of the program team as we plan for the 2024 Summer Library program.



# Public Services Report - February 2024

## Adult Services Update: (written by Justin Armbruster)

OverDrive Checkouts	13,698
Documents Notarized	24
Book a Librarian Appointments	5
Reference Transaction	41
Proctored Exams	7

### February Highlights:

In January, in an effort to become more familiar with the Cricut, I hosted a program about using the device to make stickers. I watched several tutorial videos and practiced making my own stickers. Things mostly went well with my preparations, but realized during the program, that it was a tremendous amount of information to convey. In the future, I would have a lower limit on how many people could register, that way attendees would have more hands-on opportunities. I also worked with our teen librarian to schedule a murder mystery party game for adults during the Summer Library Program.

### Upcoming Goals:

My goals for March include learning how to use the heat press for the Cricut station. I've had a couple of inquiries about training for it (already scheduled), so I want to be better versed at using it. Additionally, I want to go through the inventory of our Makerspace and weed out any items that we no longer need so they can be properly disposed.

### Obstacles and Frustrations:

In terms of frustrations this month, it was mostly technology in the Makerspace. I have been having problems with our 3D printer. It wasn't properly unloading the filament, which caused it to snap, trapping a small piece inside that I was unable to retrieve. So far, all attempts to remove it have been unsuccessful, so I plan to remove some pieces to see if I can remove the stray filament. This has caused delays with requested print projects and a backlog of items that need to be printed.

## Acquisitions/Cataloging Report – February 2024

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 Children's 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.

<b>Print Collections</b>	<b># Added</b>	<b>A/V Collections</b>	<b># Added</b>
Adult Biography	14	Adult Audio Books	17
Adult Fiction	318	Adult Blu-Rays	20
Adult Graphic Novels	4	Adult DVDs	34
Adult Non-Fiction	145	Adult Music CDs	13
		Adult Playaways	5
Picture books	61		
Board books	6	Juvenile Audio Books	0
Easy Non-fiction	0	Juvenile Blu-rays	3
Easy Readers	4	Juvenile DVDs	6
Vox Books	26	Juvenile Music CDs	0
		Juvenile Playaways	3
Juvenile Biography	4		
Juvenile Fiction	47	Young Adult Audio Books	0
Juvenile Graphic Novels	9	Young Adult Playaways	0
Juvenile Nonfiction	17		
		<b>Totals</b>	<b>101</b>
YA Biography	1		
YA Fiction	15		
YA Graphic Novels	16		
YA Nonfiction	1		
<b>Totals</b>	<b>688</b>		

### Twelve Month Comparative Totals

	<b>2/23</b>	<b>3/23</b>	<b>4/23</b>	<b>5/23</b>	<b>6/23</b>	<b>7/23</b>	<b>8/23</b>	<b>9/23</b>	<b>10/23</b>	<b>11/23</b>	<b>12/23</b>	<b>1/24</b>
<b>Print</b>	652	952	754	975	827	747	841	820	1045	728	557	813
<b>A/V</b>	148	155	204	133	98	145	149	115	89	165	109	96

**ANKENY KIRKENDALL PUBLIC LIBRARY**  
**Ankeny, Iowa**

***The mission of Ankeny Kirkendall Public Library is to be a welcoming and inclusive community center of learning experiences and entertainment, interaction, and connection.***

**SUBJECT:**      **SEX OFFENDER**

**BACKGROUND:** During the 2009 Legislative session, the Iowa Legislature revised the State's existing sexual offender laws, making the following changes which went into effect July 1, 2009:

- Iowa Code Chapter 692A of Subtitle 1 of Title 16 prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon public library real property or from loitering within 300 feet of the boundary of the real property of a public library. "Loiter" means remaining in a place or circulating around a place under circumstances where a reasonable person would believe that the purpose or effect of the behavior is to enable a sex offender against a minor to become familiar with a location where a potential victim may be found, or to satisfy an unlawful sexual desire, or to locate, lure, or harass a potential victim. A "sex offender" is someone who is required to be on the Sex Offender Registry.
- In addition, the law prohibits a sex offender who has been convicted of a sex offense against a minor from being employed by or from acting as a contractor or volunteer at any public library.

The law identifies two exceptions to this requirement including: 1) the period of time reasonably necessary to transport the offender's own minor child or ward to or from the library; and 2) the period of time reasonably necessary to vote in a public election if the polling place is located in a public library.

Other exceptions to this policy can occur only with the written permission of the library director following approval from the library Board of Trustees at a meeting at which a quorum is present.

An individual who is a child sex offender must request, in writing, permission to be present on library grounds. Requests are to be addressed to the attention of the library director. A form will then be sent to the individual to be completed and returned for review.

**POLICY:**

The Ankeny Kirkendall Public Library Board of Trustees is committed to providing a safe environment for all members of the community conducive to the use of Library materials and services. Patrons have the right to be served in an environment free of concern for their personal safety and that of their family members. All patrons of the Library are responsible for being respectful of the rights of others (including staff members) and universally committed to using the Library for its intended purposes. The Ankeny Kirkendall Public Library Board of Trustees is committed to upholding the laws of the State of Iowa thus insuring that patrons have a safe and event free library experience.

**PROCEDURE:**

The responsibility for compliance with this law is on the offender. If Library staff has knowledge that a person who has been convicted of a sex offence against a minor is on Library premises the following procedure will be initiated:

- 1) The Librarian-in-Charge-Library Director or designee will be notified immediately of the situation and every effort will be made to confirm that in fact a person meeting the criteria of a "sex offender" is on the premises.
- 2) The Librarian-in-Charge-Library Director or designee will check the Sex Offender Registry for the status of such person or call Ankeny Police Department for a determination on the person's status under the Iowa Code in order to confirm the allegation.
- 3) Upon confirmation that a "sex offender" is on the premises the Librarian-in-Charge-Library Director or designee will notify the Ankeny Police Department to have that person removed from the facility.

The Library Director will determine eligibility to be on Library property after consultation with law enforcement, bona fide social service agencies and/or other appropriate governmental officials.

**Appeals.** Exceptions to this policy can only occur with the written permission of the Library Director. Should a patron desire an additional exception to the two legally mandated exceptions, a detailed written request describing the particulars of the exception shall be submitted to the Library Director. The Library Director shall determine eligibility to be on Library property after consultation with law enforcement, bona fide social service agencies and/or other appropriate governmental officials, and consultation/review of the Board of Trustees. Access to the Library premises is not permitted during the review process.

If an appeal for permission to be on Library property is denied, it is the responsibility of the person to arrange for a third party to select, check-out and return materials to the Library. The Library

will issue a borrower's card to the person denied access to the Library building to be used by a third party.

Appeals to administrative decisions regarding this policy will not be entertained.

**Adopted by Library Board of Trustees:**

**Policy Revised/Approved:**

9/18/14

3/18/21

**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 will be charged each day the materials are overdue up to a maximum of \$5 per item.
2. A fine of \$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 \$15. Borrower is responsible for all applicable replacement costs and processing fees, up to \$100.00 for the hotspot and/or accessories if lost, stolen or damaged while checked out.
3. 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.
4. Fines are stopped on the date the overdue item is returned.

Adopted by Library Board of Trustees: April 2002

Revised: February 2005; April 2008; July 2008; August 2012; March 21, 2013; April 17, 2014; November 20, 2014; November 15, 2018; January 21, 2021; October 21, 2021; March 16, 2023

**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.

**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. In the event the equipment is lost, replacement costs will be charged to the patron.

**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

### **Printing and copying:**

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

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

Fax: Per transaction \$1

### **Hatch (Makerspace):**

3D Printing per 15 minutes \$0.25

### ***Meeting Rooms:***

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