



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, April 18, 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. March 21, 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 <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. Library Director Job Description Review B. Iowa Learns Tutorial
XIII. Adjourn	A. Next Meeting: May 16, 2024

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

Thursday, March 21, 2024

Regular meeting: 6 p.m.

Location: City Council Chambers - Library

Present: John Meyer, Miranda Piepho (online), Nancy Medema, Fred Schuster, Amber Sommerfeld

Staff: Sam Mitchel, Holly Sealine

Topic	Discussion
Call to Order	Meyer called the meeting to order.
Approval of Minutes	<p>Motion made by Medema to approve the February 2023 meeting minutes (with some minor updates). Second by Sommerfeld. Motion passed unanimously.</p> <p>Schuster asked that the minutes be updated to show that the \$55 late fee proposal reference is updated to show \$50. Medema was also misspelled in move to adjourn section. Both were updated on 3/21.</p>
Public Comments	Joel Greenwald – talked about a certain legislation setting aside money for broadband was passed. Asked if we would write to our congress persons to ask for this money. Also asked if we could look into ways for us to drive business to the library - start a petition to add swings to the city park next to the city, or add coloring books at the front desk.
Consent Agenda	<p>Sam Mitchel, Director, presented Financials</p> <ul style="list-style-type: none">• Waste Management Services has increased. There may be extra costs due to larger dumpster size.• AV Materials do have a larger cost at the beginning of the year, but it will level out so that it meets our fiscal goal.
Policy/Procedure Review	<p>Sex Offender Policy</p> <ul style="list-style-type: none">• Revisiting as it has reached 3 years since we last spoke about it.• Mitchel recommended that we change “librarian in charge” to be more specific. Recommended we replace with “Library Director”.• Meyer commented:<ul style="list-style-type: none">○ How are we confirming that a person is a registered sex offender? Mitchel responded that he’d look on Polk County Registry site. Recommended that we combine #1 and #2 as they say basically the same thing.○ Should Mitchel be the one to look up if someone is a registered sex offender? Or should he just contact the police? All we can do is search by name, whereas the police may have access to more information to correctly identify the person.○ Appeal process – if it’s a law, how can they appeal to us or to Mitchel? Mitchel responded – that appeals to this policy will not be entertained. Does this put Mitchel in a bad position? Do we even need to keep the appeals process in the policy? Or could we replace it with information about how this person could otherwise access library materials? Mitchel to ask the city attorney?
Director’s Report	<p>Presented by Mitchel:</p> <ul style="list-style-type: none">• Several staff are celebrating anniversaries.

Topic	Discussion
	<ul style="list-style-type: none"> • Painting for meeting, conference, and study rooms is being completed now. • Helping to get ready for Trivia Night. • Working on marketing to let community know about our programs and services.
Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
Friends of the Library (Update)	<p>Medema provided an update. They're having issues with IRS changing their name/address. This is affecting grant writing.</p> <p>They are hosting Trivia on the 23rd.</p>
Old Business	<p>Fines and Fees Procedures: Notices & Correspondence</p> <ul style="list-style-type: none"> • Before an item is due, a text/email reminder is sent. • Once the item is overdue, initial notice goes out 3 days after due date. • Second notice is sent 2 weeks after due date. • Third notice sent 4 weeks after due date. • Final notice including the bill sent 6 weeks after due date. This is the first time the bill is sent. Includes language that if it's over \$50, it may be referred to collections. • Request was made to review this in one of the upcoming meetings. <p>Capitol Day – Legislation Update</p> <ul style="list-style-type: none"> • Met with legislators and discussed the changes being proposed. • Had a good turnout of librarians.
New Business	Iowa Learns tutorial – tabled for April meeting.
Adjourn	<p>Next meeting: April 18, 2024</p> <p>Motion to adjourn made by Medema. Second by Sommerfeld.</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	March 31, 2024	Balance Remaining	Expended
Personal Services								
Salaries and Wages	4101	544,747.48	627,972.10	677,830.34	723,184.00	554,969.55	168,214.45	76.74%
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	604,193.62	253,806.38	70.42%
Longevity	4109	3,884.46	2,557.59	2,807.58	3,269.00	2,442.21	826.79	74.71%
FICA	4116	87,200.71	100,504.98	108,192.25	121,670.00	87,568.65	34,101.35	71.97%
IPERS	4117	108,664.10	120,765.39	144,774.57	149,666.00	109,026.12	40,639.88	72.85%
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	120,467.00	104,591.00	107,940.82	107,576.00	98,081.00	9,495.00	91.17%
Workers Compensation	4122	886.00	1,243.00	1,303.00	1,375.00	1,576.00	(201.00)	114.62%
Total Personal Services		<u>1,477,242.34</u>	<u>1,671,913.28</u>	<u>1,800,349.33</u>	<u>1,970,740.00</u>	<u>1,461,797.49</u>	<u>508,942.51</u>	<u>74.18%</u>
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	1,821.95	2,678.05	40.49%
Computer Services	4215	74,297.70	78,070.91	57,108.29	61,900.00	41,189.35	20,710.65	66.54%
Waste Management Services	4224	924.65	1,004.92	715.54	1,000.00	820.64	179.36	82.06%
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	5,293.47	5,386.53	49.56%
Electric Charges	4247	65,030.22	58,142.88	59,856.64	76,000.00	50,509.58	25,490.42	66.46%
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	42,418.96	13,081.04	76.43%
Training and Education	4265	5,129.00	1,295.75	1,884.00	3,950.00	1,889.00	2,061.00	47.82%
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	89,394.83	37,605.17	70.39%
Electronic Services	4273	4,402.84	3,734.45	4,953.15	6,000.00	4,459.04	1,540.96	74.32%
Special Program/Event Services	4292	4,416.00	9,246.50	8,564.80	10,000.00	4,032.60	5,967.40	40.33%
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		<u>321,632.03</u>	<u>376,219.88</u>	<u>425,417.98</u>	<u>458,430.00</u>	<u>342,956.98</u>	<u>115,473.02</u>	<u>74.81%</u>
Commodities								
Office Supplies	4310	8,101.81	9,339.11	9,930.86	11,000.00	7,696.10	3,303.90	69.96%
Periodicals	4315	9,102.66	7,508.09	8,627.38	9,000.00	7,408.59	1,591.41	82.32%
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	7,408.47	4,591.53	61.74%
Circulation Materials	4344	7,507.40	19,777.92	10,078.76	23,000.00	8,100.58	14,899.42	35.22%
Library Books/Reference Materials	4345	147,712.53	148,751.34	148,990.58	151,000.00	122,386.61	28,613.39	81.05%
Multimedia Materials	4346	75,153.38	77,659.07	84,263.61	73,000.00	59,289.21	13,710.79	81.22%
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	5,450.13	4,549.87	54.50%
Building Maintenance Supplies	4380	8,720.88	15,998.79	19,776.81	23,000.00	10,047.06	12,952.94	43.68%
Total Commodities		<u>302,599.41</u>	<u>331,144.69</u>	<u>321,320.37</u>	<u>360,400.00</u>	<u>276,152.01</u>	<u>84,247.99</u>	<u>76.62%</u>
Capital Outlay								
Building Improvements	4420	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Outlay		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Debt Service								
Equipment Reserve Payments	4595	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Expenditures		<u>2,101,473.78</u>	<u>2,379,277.85</u>	<u>2,547,087.68</u>	<u>2,789,570.00</u>	<u>2,080,906.48</u>	<u>708,663.52</u>	<u>74.60%</u>
FTEs								
		<u>22.85</u>						

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	March 31, 2024	Balance Remaining	Received
Commissions	3415	337.74	467.02	460.20	300.00	918.23	(618.23)	306.08%
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	68,568.20	(58,568.20)	685.68%
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	174.68	(174.68)	
Copy Charges	3691	4,712.40	8,890.05	10,147.84	8,000.00	8,999.00	(999.00)	112.49%
Miscellaneous Service Charges	3699	1,411.45	1,335.51	1,129.05	2,000.00	890.58	1,109.42	44.53%
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	321.75	78.25	80.44%
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	5,653.80	(5,653.80)	
Library Fines	3861	19,374.03	20,924.23	19,373.61	20,000.00	12,866.09	7,133.91	64.33%
Lost Materials	3868	3,400.58	4,758.18	3,779.14	4,000.00	3,241.72	758.28	81.04%
Legal Settlement/Damages	3869	2,028.37	2,567.08	2,287.08	2,000.00	1,527.43	472.57	76.37%
Overages/Shortages	3891	189.44	74.17	36.53	0.00	52.37	(52.37)	
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	250,348.27	10,622.73	95.93%

**Director's Report
March 2024**

I. Personnel

- Anniversaries: Tina Erickson (library associate – 25 yrs.) and Arielle Nemmers (library associate – 10 yrs.)

II. Facility

- Monthly AED and fire extinguisher inspections

III. Misc.

- 3/5: Attended ILA Capitol Day along with several trustees – discuss importance of libraries, their local impact, and upcoming legislation with legislators.
- 3/19: Attended Metro-area (Polk County) library directors roundtable meeting.
- 3/23: On hand at Friends of the Library trivia fundraiser to address any technology or facility issues.
- 3/27: Conducted tornado drill on
- 3/27: Holly and I met with an Ankeny Rotary representative to discuss potential funding/service opportunities.
- 3/28: Special Census meeting – library will host a recruitment booth in the lobby in April.
- 3/29: Hosted IUPLA library directors meeting.
- Notary appointments: 7
- Test proctoring: 1

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">• March programs, book discussions, and author talks via social media, eNewsletter, lobby digital display, and calendars.	<ul style="list-style-type: none">• Summer Library Program and t-shirt fundraiser• article in Ankeny Living• Friends Trivia fundraiser via social media, lobby digital display, and flyers	<ul style="list-style-type: none">• 3/12 & 26: City departments meeting• 3/21: Friends of the Library meeting

Sam Mitchel



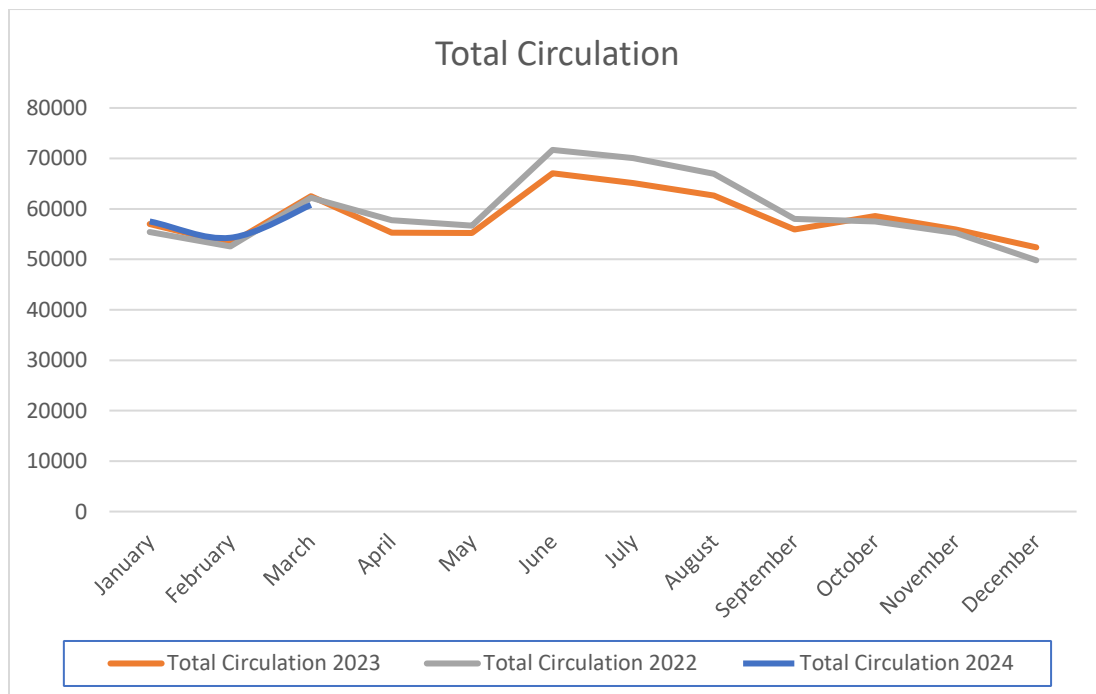
MARCH 2024 CIRCULATION REPORT

By: Beth Schaefer

Date: 4/1/23

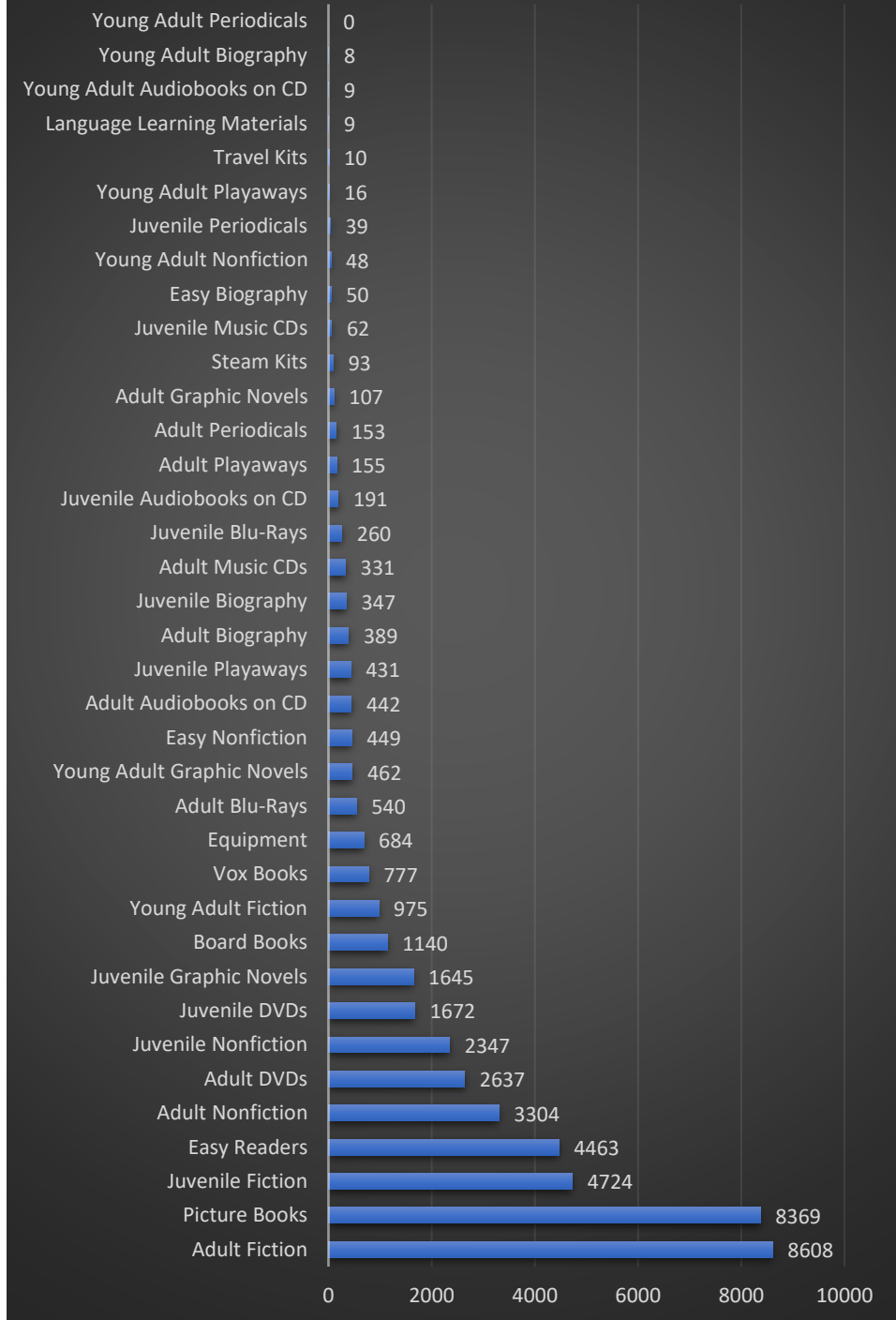
- In March, I helped get the Summer Library Program store active, updated the website (updating the summer library page, as well as book club pages), and gave a tour of the library to a local book club.
- Our busiest day was March 23 with 1,428 visitors for Silly Songs Saturdays in the morning and Friends of the Ankeny Library Trivia in the evening!
- We had 27 volunteers help us for 176.5 hours in February.

	March 2024	March 2023	Difference	July 2023 - March 2024	July 2022 - March 2023	Difference
Physical Checkouts & Renewals (including Automatic)						
<i>Books</i>	38436	40250	-5%	334510	344817	-3%
<i>Videos</i>	5109	7665	-33%	45062	69017	-35%
<i>Audio</i>	1637	1519	8%	12762	12536	2%
<i>Magazines & Other</i>	969	1008	-4%	8551	8061	6%
Total Print Transactions	46151	50442	-9%	400885	434431	-8%
Downloadable Transactions						
<i>Ebooks</i>	5,828	5360	9%	50,607	44,094	15%
<i>Audiobooks</i>	6,977	5965	17%	58,388	46,470	26%
<i>Magazines</i>	1758	706	149%	12,648	4,696	169%
<i>Adventure Pass</i>	61	57	7%	492	479	3%
Total Downloadable Transactions	14,624	12088	21%	122,135	95,739	28%
Total Circulation (Physical + Downloadable)	60,775	62530	-3%	523,020	530,170	-1%
Highlights						
<i>Steam kits</i>	93	92	1%	749	708	6%
<i>WiFi Hotspots</i>	61	76	-20%	645	644	0%
Residency Checkouts (Print Transactions)						
<i>City of Ankeny</i>	39776	44199	-10%	345561	380437	-9%
<i>Rural/Unincorporated Polk County</i>	5605	2972	89%	29941	26504	13%
<i>Open Access</i>	565	3271	-83%	24124	27490	-12%
Total Residency Checkouts	45946	50442	-9%	399626	434431	-8%
Cardholders						
<i>Basic Access</i>	340	317	7%	2814	2822	0%
<i>Temporary</i>	9	9	0%	90	112	-20%
<i>Organization</i>			#DIV/0!	1	0	#DIV/0!
<i>Online</i>	54	47	15%	456	465	-2%
Total New Cardholders	403	373	8%	3361	3399	-1%
Total Active Cardholders	27520					
Visitors						
	31924	28592	12%	261639	251735	4%



Circulation by Collection

March 2024 Print Checkouts and Renewals





Public Services Report - March 2024

Public Services Summary: (written by Holly Sealine)

March Highlights:

During February and March, I participated in an online continuing education course about Programming with Purpose. This course was offered through the University of Wisconsin – Madison Continuing Education Department. It was a phenomenal course! We started by learning how programming should align with the library's vision, mission, and strategic plan. It was also discussed how programming itself should have a vision and purpose to help guide the planning process. We then looked at what was offered and completed and program matrix to see how we aligned between our different age levels. The second week, we discussed writing a needs statement (based on that matrix), and then learning how to use user-design thinking process (i.e. data driven decision making) to work through that problem/need. The third week, we discussed intentional program planning, and my favorite part of this was the many tools we were given to vision, dream, and also how to see when to say "no". I loved the Project Charter tool the best, which seems similar to our current sBAR proposal form but better aligned with the library-world. It helps think through projects to create clarity, vision, and focus. During this week we read and listened to resources that helped walk through the goal-setting process that was absolutely wonder. The last week we discussed communication and the importance of communication to help get team members on board and to promote things to the community. It was explained that people, in general, need to hear something at least 7 times in multiple formats, before they will remember something.

Overall, I could not believe how closely aligned this course happened to be with what is currently happening at the Ankeny Library as we put forth procedures and expectations for library team members as well as looking at our overall programming offerings to the community. This course aligned with things I have learned from Communications Department, City IT, and even in conversations with our program team.

Now that the course is complete, I would like to revisit my notes, work with my team members to complete a programming matrix (allowing them to draw their own conclusions), and see where we may need to adjust to better align with our strategic plan. I would also like to use these ideas and discussions to develop a true vision for Ankeny Library programming that is sustainable for the team members we have, and/or potentially brainstorming other ways to meet community needs without burning out staff members.

I also realized that as a leader/manager, I have not provided clear direction/vision for either the programming team or for the reference or youth desks. When things slow down, I would like to work through some of these things. And finally, I have already started implementing some of the strategies that I learned with the communication portion of the course and can see the difference it is making. I feel like I am working on learning how to hear better, listen more – not just listen to answer.

I always enjoy UW-Madison courses, but this one was spot on the money and super helpful to me as a manager and leader.



Public Services Report - March 2024

Accomplishments:

- I worked with a sub-committee of librarians (Amanda and Brittany) to interview 4 candidates for the summer intern position. Each of the candidates brought something unique to the table. It was a difficult decision, but I am excited for the candidate we have selected and she will begin on May 20, 2024.
- Secured 60+ authors for the return of the Ankeny Authors Fair. Created a website with author bios and images. I have actually had to turn away a few authors because we are completely out of tables and will be borrowing some from Parks and Recreation to meet our current needs.
- Worked with Sam and Beth to review all library job descriptions, except for Library Director, and update our roles and responsibilities help sheet for staff members
- Completed a training from City HR about accommodations and ADA requirements for a manager. (Another super insightful continuing education item that will help in my position).

Upcoming:

- Host a successful Authors Fair 2024 in mid-April
- Partner with Iowa Artists Association to host an art show at the library open to the public on April 13
- Begin preparations for the summer intern
- Continue working on Summer Library Plans and Marketing, including reaching out to businesses to see who is willing to donate coupons to be included in our summer library cinch bags.
- Review results from programming and marketing survey from surrounding library communities.
- Create Meeting Room Rental marketing materials and expectations
- Assist with the planning of the upcoming library in-service training day on May 10, 2024.



Public Services Report - March 2024

Statistics:

FY24	March 2024		Year to Date by Age Level		March 2023	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
Early Learners (0-5)	32	1203	243	8337	38	1360
School Age (6-11)	7	495	28	1117	34	250
Tween/Teen (12-18)	17	140	103	808	9	74
Adult (18+)	42	224	310	2245	24	210
General Interest	5	85	75	6114	7	53
Monthly Total	103	2147			112	1947
Year to Date of All Program Types	759	18621			687	20412
Additional services	March 2024		FY24 Year to Date		March 2023	
Technology Appointments	11		65		6	
Exam Proctoring	5		60		3	
Notary Appointments	37		427		54	
Patron Computer Usage	1531		12451		1606	
Reference Interactions	966		8127		29	
Storytime To-Go Kits	1000		14000		1000	
Unique Wireless Usage	6480		60164		7533	
Room Usage	March 2024		FY24 Year to Date		March 2023	
Children/Teen Program Rooms	44		313		73	
City Council Chambers	25		155		14	
Conference Rooms and Lounge B	638		5381		594	
Meeting Rooms (A, B, C, ABC, BC)	88		570		69	
Makerspace	46		324		57	
Off-Site /Virtual / Misc.	2		47		7	
Total Usage	843		6790		814	
Digital Resources (Included)	March 2024		FY24 Year to Date		March 2023	
Ancestry Library Edition	743		4161		578	
Brainfuse: HelpNow	27		314		44	
Brainfuse: JobNow / VetNow	30		368		11	
Consumer Reports	1079		6179		350	
Heritage Quest	112		977		116	
Hoopla	881		6009		339	
Library Speakers Consortium	582		4375		234	
Lote4Kids	35		503		--	
New York Times Online	354		3490		520	
Novelist K-8	--		20		--	
Novelist Plus	105		1623		68	
Novelist Select	673		4224		404	
Reference Solutions	13		235		7	
ValueLine	1669		13360		1557	
Digital Resources (Not Included)						
Niche Academy	63		263		36	
Total Usage (Included Only)	6303		45838		4228	

* Added Transparent Language to total usage 2023



Public Services Report - March 2024

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

March Highlights:

March was jam-packed with Spring Break activities and lots of fun events. We had great numbers and loved seeing faces we get to see during the school breaks. We also had fun making the library look colorful and fun in March. We take pride in making the library look nice each and every month.



Decorations

We change out the balloon arch every month or two to match a story time theme or holiday. We also change the decorations in our program too to make it look friendly and inviting.

Spring Break Events

We celebrated Mario all week long and geared many of our program to K-5, since we see the majority of kids during their week off school.



Silly Song Saturdays

Our Silly Song Saturday with Miss Carole from Macaroni Soup was a success! Roughly 275 joined us for a fun Saturday morning full of children's music.



K-5 Programs

In addition to spring break events, we also hosted programs for this group throughout the month. Bingo is always well attended, and our other events are getting great numbers as well. We had fun at our Pokémon Maker Crew and our Taste-Test Tuesday.





Public Services Report - March 2024

Upcoming:

Our biggest goal is to continue serving our kids fun and educational events. Developing and increasing literacy skills are always our number one goal, and we have a way of making it fun.

- Continue planning and implementing story times, babies, sing & shakes, and all weekly K-5 events.
- Finalize May, June, and July Calendars and events
- Create another interactive display in the children's area
- Create and put out the April Story Stroll
- 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. The next task is doing the story board and getting ready to shoot the promo video with Taylor from Ankeny Real Estate Group.
- Brainstorm fall events we may want to have, especially after the success of our Silly Song Saturdays.

Teen Services Update: (written by Amanda Bellis)

March Highlights:

March was a busy month, with Spring Break activities consuming a lot of time and energy. I had full sessions for slime making and my Wonka Escape Room, and everyone had a lot of fun at both. It was great to be able to offer multiple sessions of these events, as well as to have assistance at the slime events. Even with a second person helping, the slime event was a bit chaotic, and trying to stay on top of helping everyone with the ingredients they needed and the steps that they were struggling with was difficult at times. I used the same slime recipes as I did when offering the program last summer, yet it somehow seemed messier and busier this time around. While programs like slime making are incredibly fun for participants, it can be tough to work them into the schedule when they need extra help and extra cleanup time.

Beyond Spring Break, this month I held Be A Kid Again, which was rescheduled from a January snow day. This event featured Legos, Playdoh, coloring sheets, and familiar kids' games. Everyone had a lot of fun relaxing with old favorites! I also offered a cereal taste test this month. These events are quite popular, and everyone enjoys trying to guess what the brands and flavors are. I've been gathering feedback on everyone's favorite taste test events so far, as well as





Public Services Report - March 2024

what patrons may want to taste test in the future, which is helpful for planning.

We've made a lot of progress in the last couple of months with our summer planning. It feels great to be as on top of things as we are this year; having rooms booked and events roughly planned already is definitely taking a lot of the usual stress out of summer. I believe that our decisions to simplify many aspects of the Summer Library Programs will be greatly appreciated by our patrons as well, making for a smooth and fun summer at the library!



Upcoming Goals:

- Take copious notes and learn as much as I can at the Pop YS Con conference and Summer Reading Summit. I'm looking forward to all of the great information that those two events will offer, and I'll be relating my experiences in next month's report.
- Continue my work on summer planning. This will be an ongoing process over the next couple of months, as I have details to finalize and plans to perfect before this summer's events are ready. I'm quite excited for what's in store for tweens and teens this summer!
- Continue to work with Sam, Holly, and other city departments on the proposal of switching the makerspace and teen room.

Adult Services Update: (written by Justin Armbruster)

OverDrive Checkouts	14,563
Documents Notarized	21
Book a Librarian Appointments	9
Reference Transaction	29
Proctored Exams	5

March Highlights:

In March, I continued to prepare for the upcoming Summer Library Program by planning/scheduling events. Further, I planned the next few months of book discussion titles and purchased them to ensure we would have copies available.



Public Services Report - March 2024

Upcoming Goals:

My goals for April include preparing for a month with several evening programs, including the first Writers' Workshop event since we moved into our current location. I am hoping initial event, coupled with the author's fair, will breathe new life into that program. Speaking of which, another goal is to assist Holly for a successful author's fair, also the first one to be hosted at our current location. Additionally, another goal is to film parts for our Summer Library Program promotional video.

Obstacles and Frustrations:

In terms of frustrations this month, they were mostly related to the Summer Library Program. We have actively been planning the SLP since December, 2023/January, 2024 and I just hit my limit this month in terms of preparing for it.

Acquisitions/Cataloging Report – March 2024

The continuing shift and reliance upon streaming for revenue by movie publishers and distributors continues to impact our ability to provide physical materials (DVDs and Blurays) to our patrons. Unfortunately, this includes high-demand titles like *Killers of the Flower Moon*, *Godzilla Minus One*, and more than half of this year's Oscar winners. In time, some of these will come out on disc, but for now, many of our patrons are left in the lurch. We have pivoted an increasing amount of resource to digital (including tools like Hoopla) but some patrons need/prefer older media that are no longer as readily available.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	24	Adult Audio Books	11
Adult Fiction	400	Adult Blu-Rays	24
Adult Graphic Novels	10	Adult DVDs	45
Adult Non-Fiction	125	Adult Music CDs	7
		Adult Playaways	0
Picture books	139		
Board books	18	Juvenile Audio Books	0
Easy Non-fiction	1	Juvenile Blu-rays	2
Easy Readers	35	Juvenile DVDs	8
Vox Books		Juvenile Music CDs	0
		Juvenile Playaways	13
Juvenile Biography	4		
Juvenile Fiction	58	Young Adult Audio Books	0
Juvenile Graphic Novels	19	Young Adult Playaways	0
Juvenile Nonfiction	42		
		Totals	99
YA Biography	0		
YA Fiction	19		
YA Graphic Novels	3		
YA Nonfiction	0		
Totals	897		

Twelve Month Comparative Totals

	3/23	4/23	5/23	6/23	7/23	8/23	9/23	10/23	11/23	12/23	1/24	2/24
Print	952	754	975	827	747	841	820	1045	728	557	813	688
A/V	155	204	133	98	145	149	115	89	165	109	96	101

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**

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.

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.

EXCEPTIONS: 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. Access to the Library premises is not permitted during the review process.

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 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 Library Director or designee will contact the 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 Library Director or designee will notify the Ankeny Police Department to have that person removed from the facility.

ACCESS TO MATERIALS: If 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, who will be noted on the person’s account.

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

Adopted by Library Board of Trustees:
9/18/14

Policy Revised/Approved:
3/18/21