



**Ankeny Kirkendall Public Library**  
**BOARD OF TRUSTEES**  
**Thursday, May 16, 2024**  
**Regular Meeting: 6:00 p.m.**  
**Location: City Council Chambers - Library**

## AGENDA

Agenda Item	Discussion Points
<b>I. Call to Order</b>	
<b>II. Public Comment</b>	
<b>III. Approval of Minutes</b>	A. April 18, 2024
<b>IV. Consent Agenda</b> Samuel Mitchel, Director	A. Financials
<b>V. Policy/Procedure Review</b>	A. Unattended Children
<b>VI. Director's Report – Sam Mitchel</b>	
<b>VII. Department Reports</b>	A. Circulation – Beth Schaefer B. Public Services – Holly Sealine <ol style="list-style-type: none"> <li>1. Adult Services – Justin Armbruster</li> <li>2. Teen Services – Amanda Bellis</li> <li>3. Children Services – Kelly Munter, Brittany Burk</li> </ol> C. Acquisitions – Evan Anderson
<b>VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	A. Director Job Description
<b>IX. Friends of the Library (<i>Update</i>)</b>	
<b>X. Old Business</b>	
<b>XI. New Business</b>	
<b>XII. Executive Session</b>	Consider motion to go into Executive Session, pursuant to the provisions of Iowa Code Section 21.5, subparagraph (i), "to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session."
<b>XIII. Adjourn</b>	A. Next Meeting: June 20, 2024

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

**Thursday, April 18, 2024**

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

**Location: City Council Chambers - Library**

**Present:** John Meyer, Miranda Piepho, Nancy Medema, Fred Schuster, and Gene Lucht

**Staff:** Sam Mitchel

<b>Topic</b>	<b>Discussion</b>
<b>Call to Order</b>	Meyer called the meeting to order.
<b>Approval of Minutes</b>	Motion made by Medema to approve the March 2024 meeting minutes. Second by Piepho. 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 – 75%</li> <li>• Waste Management has increased due to increased patron use of library.</li> <li>• Land and Tree (replacing trees) will be rectified once new budget is released.</li> </ul>
<b>Policy/Procedure Review</b>	Sex Offender Policy: <ul style="list-style-type: none"> <li>• Appeals process has been cleaned up by Mitchel.</li> <li>• Mitchel asked city attorney to review policy and state statute. Confirmed that if there is an appeal or concern with the policy, it could be brought to the Board to review.</li> <li>• Board agreed that the changes made to this point looked good.</li> </ul> <p>Lucht motioned to approve. Medema seconded the motion. Approved by all.</p>
<b>Director's Report</b>	Presented by Mitchel: <ul style="list-style-type: none"> <li>• Monthly AED and fire extinguisher inspections conducted.</li> <li>• Some trustees and director attended Capitol Day.</li> <li>• Mitchel attended Metro-area Round Table.</li> <li>• Conducted tornado drill.</li> <li>• Marketing/Communication – continues to promote our programs and resources.</li> </ul>
<b>Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	
<b>Friends of the Library (Update)</b>	Medema reported that the Friends had trivia night. They made \$5,571.42 (which includes silent auction table). This wasn't enough to fulfill fundraising goal, so they're planning a BINGO night and possibly a family trivia night.
<b>Old Business</b>	
<b>New Business</b>	Library Director Job Description Review - Being reviewed due to succession planning. Should be reviewed by a special committee prior to evaluation time period. Medema recommended we include someone from HR on this committee. Medema and Meyer volunteered for the committee.

Topic	Discussion
	<p>Lucht motioned to form a committee to review the job description and then also be on evaluation committee. Seconded by Medema. Approved by all.</p> <p>Iowa Learns Tutorial – Mitchel reviewed this site and discussed some trainings it would be good for Board members to take.</p>
<b>Continuing Education</b>	Review of Library Director Job Description and Iowa Learns: 30 minutes
<b>Adjourn</b>	<p>Next meeting: May 16, 2024</p> <p>Motion to adjourn made by Medema.</p>

Respectfully submitted, Miranda Piepho, Secretary

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

		<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY24</b>	<b>As of</b>	<b>FY 2024</b>	<b>%</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>April 30, 2024</b>	<b>Balance</b>	<b>Expended</b>
							<b>Remaining</b>	
<b>Personal Services</b>								
Salaries and Wages	4101	544,747.48	627,972.10	677,830.34	723,184.00	610,599.16	112,584.84	84.43%
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	832,000.00	663,418.54	168,581.46	79.74%
Longevity	4109	3,884.46	2,557.59	2,807.58	3,269.00	2,711.43	557.57	82.94%
FICA	4116	87,200.71	100,504.98	108,192.25	119,681.00	96,243.25	23,437.75	80.42%
IPERS	4117	108,664.10	120,765.39	144,774.57	147,212.00	119,893.79	27,318.21	81.44%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	4,230.82	769.18	84.62%
Employee Insurance	4120	120,467.00	104,591.00	107,940.82	128,542.00	107,889.10	20,652.90	83.93%
Workers Compensation	4122	886.00	1,243.00	1,303.00	1,576.00	1,576.00	0.00	100.00%
Total Personal Services		1,477,242.34	1,671,913.28	1,800,349.33	1,961,464.00	1,606,656.23	354,807.77	81.91%
<b>Contractual Services</b>								
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	3,000.00	1,996.25	1,003.75	66.54%
Computer Services	4215	74,297.70	78,070.91	57,108.29	63,400.00	44,271.80	19,128.20	69.83%
Waste Management Services	4224	924.65	1,004.92	715.54	1,300.00	1,025.80	274.20	78.91%
Land and Tree Services	4227	1,916.16	1,975.35	2,113.05	19,000.00	16,340.91	2,659.09	86.00%
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	11,880.00	6,392.58	5,487.42	53.81%
Electric Charges	4247	65,030.22	58,142.88	59,856.64	76,000.00	55,342.14	20,657.86	72.82%
General Insurance	4251	52,398.00	60,584.47	69,254.39	78,924.00	78,923.67	0.33	100.00%
Dues, Memberships, and Licenses	4261	1,504.00	35,106.14	46,189.17	59,000.00	42,568.96	16,431.04	72.15%
Training and Education	4265	5,129.00	1,295.75	1,884.00	3,950.00	1,909.00	2,041.00	48.33%
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	139,000.00	99,563.95	39,436.05	71.63%
Electronic Services	4273	4,402.84	3,734.45	4,953.15	6,000.00	4,940.94	1,059.06	82.35%
Special Program/Event Services	4292	4,416.00	9,246.50	8,564.80	10,000.00	4,582.60	5,417.40	45.83%
Postage and Shipping	4296	2,353.23	783.80	2,626.68	4,000.00	2,670.05	1,329.95	66.75%
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	485,304.00	363,721.58	121,582.42	74.95%
<b>Commodities</b>								
Office Supplies	4310	8,101.81	9,339.11	9,930.86	11,000.00	8,152.78	2,847.22	74.12%
Periodicals	4315	9,102.66	7,508.09	8,627.38	9,000.00	7,606.56	1,393.44	84.52%
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	9,001.26	2,998.74	75.01%
Circulation Materials	4344	7,507.40	19,777.92	10,078.76	23,000.00	10,221.62	12,778.38	44.44%
Library Books/Reference Materials	4345	147,712.53	148,751.34	148,990.58	151,200.00	132,546.38	18,653.62	87.66%
Multimedia Materials	4346	75,153.38	77,659.07	84,263.61	73,000.00	65,656.00	7,344.00	89.94%
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	5,789.44	4,210.56	57.89%
Building Maintenance Supplies	4380	8,720.88	15,998.79	19,776.81	23,000.00	11,467.93	11,532.07	49.86%
Total Commodities		302,599.41	331,144.69	321,320.37	360,600.00	298,807.23	61,792.77	82.86%
<b>Capital Outlay</b>								
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	
<b>Debt Service</b>								
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>2,807,368.00</b>	<b>2,269,185.04</b>	<b>538,182.96</b>	<b>80.83%</b>
<b>FTEs</b>								
		22.85						

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

		<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>As of</b>	<b>FY 2024</b>	<b>%</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>April 30, 2024</b>	<b>Balance</b>	<b>Received</b>
							<b>Remaining</b>	
Commissions	3415	337.74	467.02	460.20	700.00	918.23	(218.23)	131.18%
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	60,000.00	75,562.26	(15,562.26)	125.94%
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	161,032.00	161,032.00	0.00	100.00%
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	9,210.00	9,209.71	0.29	100.00%
Operating Grants	3517	14,111.86	16,430.18	16,856.61	16,875.00	16,875.07	(0.07)	100.00%
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	9,000.00	10,171.36	(1,171.36)	113.02%
Miscellaneous Service Charges	3699	1,411.45	1,335.51	1,129.05	1,000.00	990.38	9.62	99.04%
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	367.25	32.75	91.81%
Private Contributions	3831	0.00	0.00	0.00	200.00	225.00	(25.00)	
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	4,500.00	6,110.40	(1,610.40)	
Library Fines	3861	19,374.03	20,924.23	19,373.61	16,000.00	14,275.83	1,724.17	89.22%
Lost Materials	3868	3,400.58	4,758.18	3,779.14	4,000.00	3,665.03	334.97	91.63%
Legal Settlement/Damages	3869	2,028.37	2,567.08	2,287.08	2,000.00	1,747.82	252.18	87.39%
Overages/Shortages	3891	189.44	74.17	36.53	0.00	52.11	(52.11)	
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>284,917.00</b>	<b>301,427.77</b>	<b>(16,510.77)</b>	<b>105.79%</b>

## Director's Report April 2024

### I. Personnel

- Administration team and HR Department updated all job descriptions except director. All were administrative changes only.
- Meetings conducted with full-time staff to review job descriptions as well as roles and responsibilities.

### II. Facility

- Monthly AED and fire extinguisher inspections
- 4/24-26: Interior/Exterior windows cleaned.

### III. Misc.

- 4/16: Staples representative meeting to discuss purchasing contract it has with the City of Ankeny and particulars on ordering. This is another option to shop for more economical prices.
- 4/18 New Full-time City Employee Orientation: Holly gave a presentation on library services and I conducted a tour.
- 4/25: Chamber of Commerce update on Summerfest impact on library parking lot
- Notary appointments: 3

### IV. Marketing/Communication

During the month of April, 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>• Makerspace resource highlight in eNewsletter</li></ul>	<ul style="list-style-type: none"><li>• April programs, book discussions, and author talks via social media, eNewsletter, lobby digital display, and calendars.</li></ul>	<ul style="list-style-type: none"><li>• Advocating for the library article by Trustee and Friends members in Ankeny Living</li><li>• Friends Trivia fundraiser via social media, lobby digital display, and flyers</li><li>• Authors' Fair in eNewsletter</li><li>• Summer Library Program t-shirt fundraiser in eNewsletter</li></ul>	<ul style="list-style-type: none"><li>• 4/9, 23 &amp; 30: City departments meeting</li><li>• 4/23: Metro-Area/Polk County Directors meeting</li><li>• 4/25: Friends of the Library meeting</li></ul>

Sam Mitchel



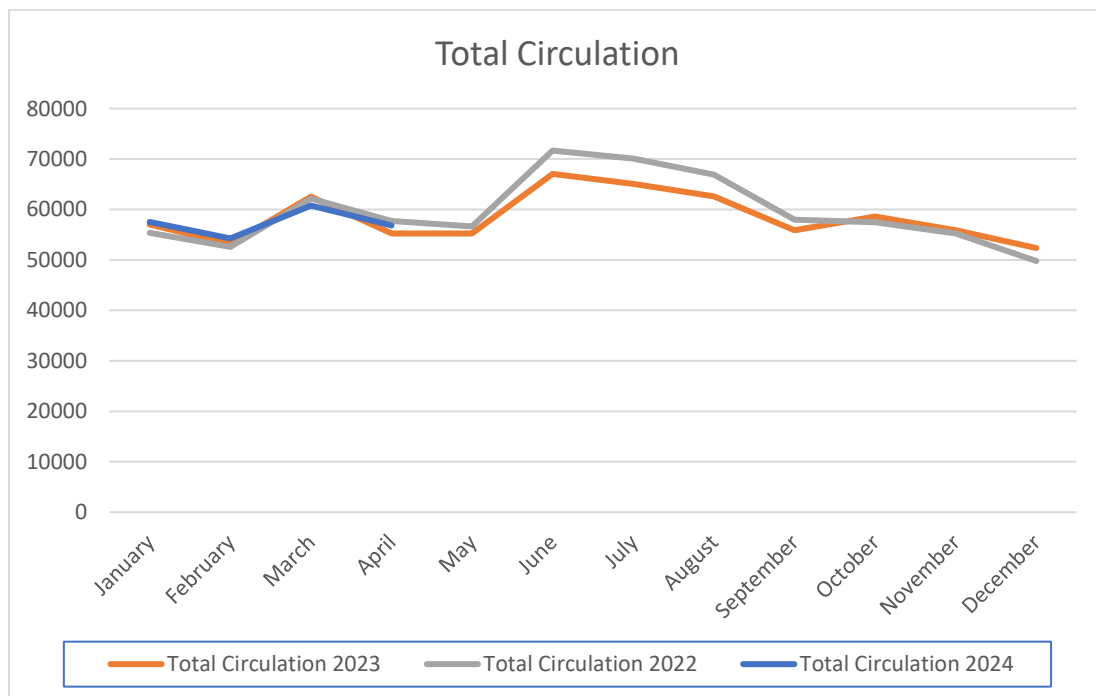
# APRIL 2024 CIRCULATION REPORT

**By: Beth Schaefer**

**Date: 5/1/23**

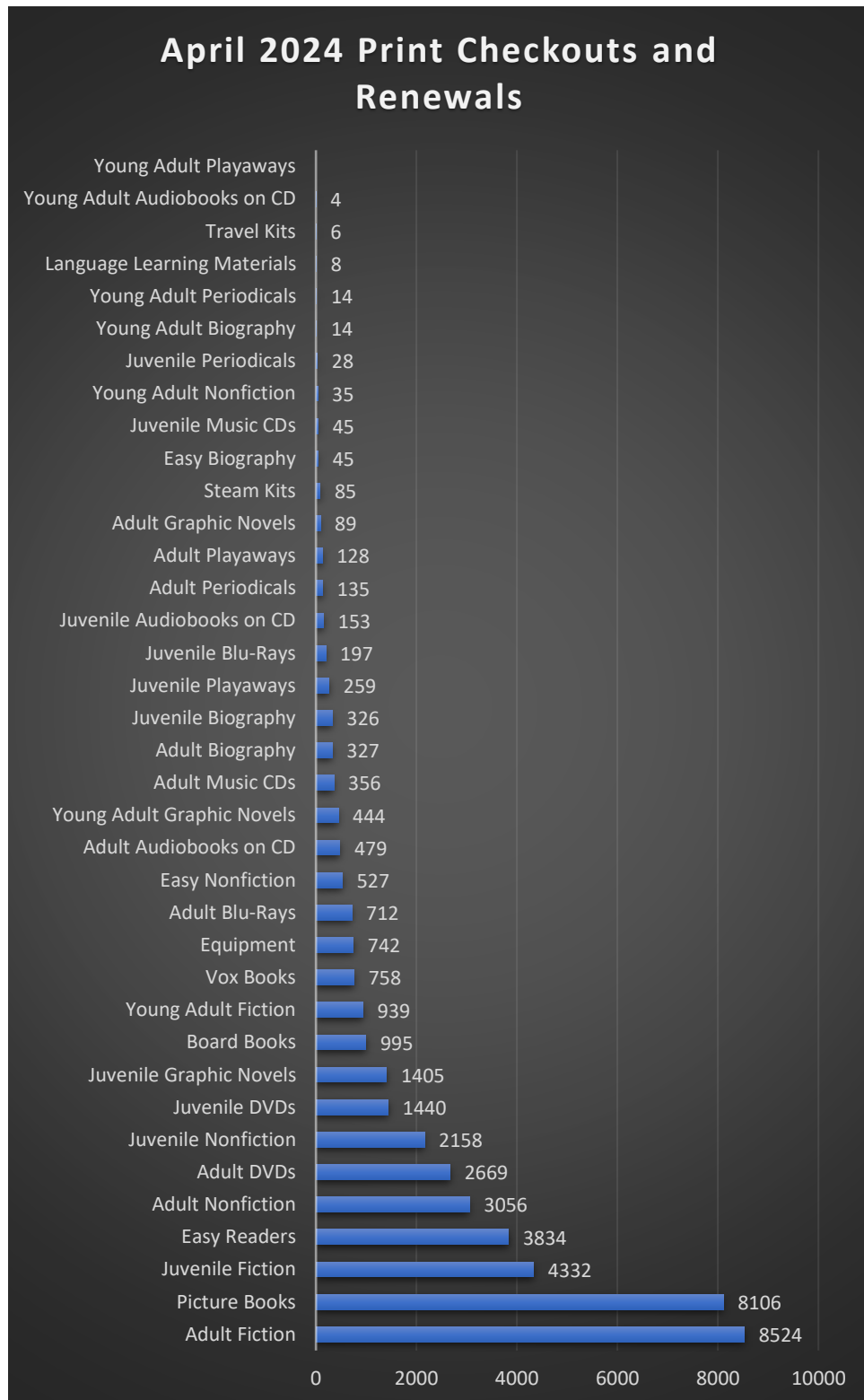
- Our busiest day was April 22 with 1,627 visitors; the Ankeny Schools Technology Fair took place and we gave library tours and offered STEM related activities and games.
- We had 36 volunteers help us for 188 hours in April.

	April 2024	April 2023	Difference	July 2023 - April 2024	July 2022 - April 2023	Difference
<b>Physical Checkouts &amp; Renewals (including Automatic)</b>						
<i>Books</i>	36080	36756	-2%	370590	381573	-3%
<i>Videos</i>	5018	4657	8%	50080	73674	-32%
<i>Audio</i>	1438	1281	12%	14200	13817	3%
<i>Magazines &amp; Other</i>	990	941	5%	9541	9002	6%
<b>Total Print Transactions</b>	<b>43526</b>	<b>43635</b>	<b>0%</b>	<b>444411</b>	<b>478066</b>	<b>-7%</b>
<b>Downloadable Transactions</b>						
<i>Ebooks</i>	5,413	5142	5%	56,020	49,236	14%
<i>Audiobooks</i>	6,969	5945	17%	65,357	52,415	25%
<i>Magazines</i>	857	494	73%	13,505	5,190	160%
<i>Adventure Pass</i>	54	51	6%	546	530	3%
<b>Total Downloadable Transactions</b>	<b>13,293</b>	<b>11632</b>	<b>14%</b>	<b>135,428</b>	<b>107,371</b>	<b>26%</b>
<b>Total Circulation (Physical + Downloadable)</b>	<b>56,819</b>	<b>55267</b>	<b>3%</b>	<b>579,839</b>	<b>585,437</b>	<b>-1%</b>
<b>Highlights</b>						
<i>Steam kits</i>	84	76	11%	833	784	6%
<i>WiFi Hotspots</i>	59	73	-19%	704	717	-2%
<b>Residency Checkouts (Print Transactions)</b>						
<i>City of Ankeny</i>	37202	38383	-3%	382763	418820	-9%
<i>Rural/Unincorporated Polk County</i>	2775	2728	2%	32716	29232	12%
<i>Open Access</i>	3549	2524	41%	27673	30014	-8%
<b>Total Residency Checkouts</b>	<b>43526</b>	<b>43635</b>	<b>0%</b>	<b>443152</b>	<b>478066</b>	<b>-7%</b>
<b>Cardholders</b>						
<i>Basic Access</i>	314	249	26%	3128	3071	2%
<i>Temporary</i>	11	5	120%	101	117	-14%
<i>Organization</i>	2		#DIV/0!	3	0	#DIV/0!
<i>Online</i>	59	52	13%	515	517	0%
<b>Total New Cardholders</b>	<b>386</b>	<b>306</b>	<b>26%</b>	<b>3747</b>	<b>3705</b>	<b>1%</b>
<b>Total Active Cardholders</b>	<b>27614</b>					
<b>Visitors</b>						
	32617	28887	13%	294256	280622	5%





## Circulation by Collection





# Public Services Report - April 2024

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

### **April Highlights:**

I can't believe this will be my last monthly report as Public Services Manager. I have enjoyed my time serving the Ankeny Library and the Ankeny Community. I am excited about new professional opportunities as the Johnston Library Director, but will value and appreciate all I have learned while I have been in Ankeny.

I appreciate the support that the Library Board of Trustees have given me, and for the professional growth I have learned under Sam's leadership. I look forward to seeing what continues to happen in Ankeny, as I will still be a resident, and I look forward to continuing to be a Friend of the Ankeny Library.

### **Accomplishments:**

- Hosted a successful Authors Fair 2024 in mid-April; and learned a lot in the process of planning a large-scale program for the community. Overall, I mostly heard positive comments from authors and community members. I hope to see Ankeny continue the Authors Fair in future years.
- Successfully partnered with Iowa Artists Association to host an art show at the library open to the public on April 13. They have even offered to be program partners, if we are interested and simply have to reach out to them.
- Continued preparations for the Summer Library Intern, such as creating her schedule and setting expectations.
- Continued working on Summer Library Plans and Marketing, including reaching out to businesses to see who would donate coupons to be included in our summer library swag bags.
- Created meeting room rental brochure and signage for expectations and standard layout to display in each room.
- Assisted with the planning and execution of the upcoming library in-service training day on May 10, 2024.
- Finished working 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

### **Upcoming:**

- Finish documentation and transitioning all the PSM roles and responsibilities prior to my departure at the end of May.



# Public Services Report - April 2024

## Statistics:

FY24	April 2024		Year to Date by Age Level		April 2023	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
Early Learners (0-5)	37	1386	280	9723	45	1389
School Age (6-11)	3	113	31	1230	4	125
Tween/Teen (12-18)	10	79	113	887	11	62
Adult (18+)	43	511	353	2756	28	311
General Interest	5	278	80	6392	6	563
<b>Monthly Total</b>	<b>98</b>	<b>2367</b>			<b>94</b>	<b>2450</b>
<b>Year to Date of All Program Types</b>	<b>857</b>	<b>20988</b>			<b>781</b>	<b>22862</b>
Additional services	April 2024		FY24 Year to Date		April 2023	
Technology Appointments	5		70		2	
Exam Proctoring	3		63		3	
Notary Appointments	38		465		44	
Patron Computer Usage	1357		13808		1383	
Reference Interactions	1046		9173		723	
Youth Scavenger Hunt (1st month tracking)	548		548		--	
Storytime To-Go Kits	1000		15000		1000	
Unique Wireless Usage	7260		67424		7560	
Room Usage	April 2024		FY24 Year to Date		April 2023	
Children/Teen Program Rooms	42		45696		55	
City Council Chambers	22		197		18	
Conference Rooms and Lounge B	703		5403		589	
Meeting Rooms (A, B, C, ABC, BC)	94		1273		72	
Makerspace	38		418		61	
Off-Site /Virtual / Misc.	4		85		6	
<b>Total Usage</b>	<b>903</b>		<b>53072</b>		<b>801</b>	
Digital Resources (Included)	April 2024		FY24 Year to Date		April 2023	
Ancestry Library Edition	316		49544		1128	
Brainfuse: HelpNow	105		630		23	
Brainfuse: JobNow / VetNow	41		473		0	
Consumer Reports	842		6220		394	
Heritage Quest	59		1819		185	
Hoopla	939		6068		335	
Library Speakers Consortium	530		5314		253	
Lote4Kids	6		1033		--	
New York Times Online	567		3496		575	
Novelist K-8	--		587		--	
Novelist Plus	95		1623		23	
Novelist Select	607		4319		283	
Reference Solutions	8		842		33	
ValueLine	1703		13368		1526	
Digital Resources (Not Included)						
Niche Academy	236		263		139	
<b>Total Usage (Included Only)</b>	<b>5818</b>		<b>95336</b>		<b>4768</b>	

\* Added Transparent Language to total usage 2023



# Public Services Report - April 2024

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

### **April Highlights:**

#### **Summary**

April flew by. We had great numbers at our events, even with various activities and sports starting up. Here is a fun look at what we did!

#### **Pop YS Con + Summer Reading Summit – Ames, IA**

We spent three days in Ames at a POP YS Conference (Monday & Tuesday) and a Summer Reading Summit (Wednesday). Here are our biggest takeaways.

**Brittany:** I feel energized and excited after taking three days to focus on continuing education and learn about what other libraries are doing and how these things can be adapted to our library. My favorite session was on the simple steps to literacy, hosted by the Des Moines Public Library. Even though Kelly and I have already implemented the initial idea of this into our library, I loved learning about other things we can be doing and how to take it further. It was so neat to have Kelly in this session with me too; the entire time we were both taking notes and whispering to each other, “What if we did X?” “Oh yeah! And what if we did Y.” I’m excited to sit down with our notes in May and start to implement some of our ideas. Kelly and I also attended some sessions individually, so we still need to chat and share the biggest takeaways. In other sessions I learned about incorporating LEGOS in new ways, more Play Nook displays and inspiration, got Sing & Shake song ideas, and how to market our programs even further with booklets. The Summer Reading Summit helped tremendously with tips to avoid burnout – especially in the summer. We also got to hear from other librarians during breakout sessions, which was my favorite part. No matter what size library you work in: you can take an idea and rescale it.

**Kelly:** We had a great three days of learning from the State Library and other Iowa librarians at the Pop YS Con and Summer Reading Summit! My favorite breakout session that I attended during Pop YS Con was all about dramatic play and ways to simply and cost effectively encourage dramatic play in our library. The presenter gave several wonderful examples of how to a simple wooden “play station” to create a variety of hands on activities for kids to use their imagination while playing here at the library. We would like to purchase a wooden stand to incorporate the concepts we learned during this session here in our library soon! The other sessions at this conference we also very insightful. I attended one presented by the Des Moines Public Library (as Brittany mentioned) that was really great! We hope to implement some of what we learned in that session into more signage and helpful tips for parents throughout the library. I also attended breakout sessions that gave me some new ideas of songs to use in programs, family program ideas as well as learn more about accessibility for library patrons at Pop YS Con. Attending the Summer Reading Summit was also extremely beneficial. One of the keynotes of the day was focused on avoiding burnout, which is highly prevalent for youth librarians during the summer months. The speaker provided some great insight and tips! I always love opportunities to learn and these three days did not disappoint!



# Public Services Report - April 2024

## **Family Yoga with Little OM Big OM**

Meghan came back with another relaxing yoga class. It is so fun to watch while caregivers bonded and interacted during this class.



## **Silly Song Saturdays**

Duke Otherwise came to our Silly Song Saturday in April. We still get a great crowd at this monthly music series, with roughly 280 participants joining us that morning.



## **K-5 Programs**

Star Wars Maker Crew, Family Bingo for Books, and Taste-It Tuesday were a hit!







# Public Services Report - April 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.

- Plan and finalize summer events for early-learners (Story Time in the Park, Sing & Shake playlist, Babies & Books rhyme cards/songs/books)
- Plan and finalize events for school-age, K-5<sup>th</sup> grade (Taste-Test and Maker Crews)
- Touch base with summer performers and get contracts finalized on our end
- Finalize the June/July calendars, summer activity log, event guide, etc.
- Create another interactive display in the children's area
- Create and put out the summer story strolls (goal of changing once per month in summer)
- Continue working with Ankeny Real Estate group on our summer video
- Brainstorm fall events we may want to have, especially after the success of our Silly Song Saturdays.
- Brainstorm, plan, and implement fall events for early-learners and school-age

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

### April Highlights:

April was a busy month, with multiple professional development opportunities as well as several fun and successful programs. On April 8 and 9, I attended Pop YS Con, a youth services-focused conference hosted by the State Library of Iowa. I love this conference and always get a lot out of it; it's great to have the opportunity to really focus in on topics which are closely related to my daily work. This year was especially helpful, as there was a tween or teen related presentation during every breakout session time, so I came away with a lot of great information and new ideas!

Here is a quick summary of the sessions I attended, and the main takeaways from each:

- The Missing Link: Teens in the Library
  - This session discussed the disparity between what librarians think teens want from the library, and what they are actually looking for. The presenters created a survey, which they distributed to schools and to teens in the library, which helped them tailor their offerings to meet the actual wants and needs of teens in their community. A copy of the survey was shared, and could easily be adjusted for different libraries and communities.
- Making Space for Teens
  - This was a panel discussion featuring three librarians who work with teens (either exclusively or as part of their job). They discussed the setup/staffing of



# Public Services Report - April 2024

their teen spaces (with pictures), talked about programs they've offered, and generally gave advice and discussed good and bad experiences when it comes to working with teens.

- Building Great Teen Advisory Boards
  - While I loved some of the ideas presented in this session, I'm not sure how feasible some of the ideas would be for Ankeny. The presenter found that merging their attempted Teen Advisory Board with a library-sponsored Junior Optimist Club brought in more participation and engagement; however, this partnership required the librarian to become a member of the Optimist Club, which included some associated costs, meetings, and expectations.
- Let's Eat! Food Programming for Tweens
  - There were lots of ideas of food-related programs presented here! Some could be adapted to offer in Ankeny, like cupcake decorating. Others are more challenging without access to a full kitchen. The presenter talked about partnering with their town's middle school to offer cooking programs in the school's home etc. room, which is an idea I'd be interested in pursuing. They also charge for their programs, to ensure that everyone shows up and to help offset the cost of supplies.
- Planning Book Clubs for Kids and Tweens
  - This was easily the best session I attended! I find that I often run my book clubs in what I might call a traditional way, which excludes anyone who hasn't read the book. The presenters in this session talked about the many activities they offer at book club, which are welcoming to anyone, whether they've read the book or not. The activities do tie back to the book in some way, but it really opens up options for more attendees. They also talked about the different book clubs they run, including a graphic novel book club, which is something I'd be very interested in trying.
- Check It Out Live
  - Youth Services Consultant Janeé presented a live session of a webinar that she regularly offers, in which she showcases and talks about a number of new releases for all ages. I definitely noted down a number of tween and teen books to consider purchasing for our library!

The day after Pop YS Con was the Summer Reading Summit, which was also excellent to attend. There were a lot of discussions about avoiding burnout during summer, and I really appreciated all of the conversations about how we can offer fun and exciting summer programming at our libraries while still keeping ourselves healthy and keeping our lives balanced. There were a number of smaller breakout discussions, and it was so helpful to hear from other libraries about what they're doing and how they handle it when things go wrong. We also had great conversations about how any program can fit a theme if you want it to, and how you don't have to stick to a theme either (something I'm glad we're moving toward in Ankeny, as it definitely offers more freedom). I greatly



## Public Services Report - April 2024

appreciate the opportunity to attend professional development events like these, as I always come away full of new ideas that I'm eager to apply.

Beyond Pop YS Con and the Summer Reading Summit, I had two successful sessions of Inspirational Art Prints this month. I actually found this program on a Teen Librarians group on Facebook, and I knew it would go over well in Ankeny. Everyone had a lot of fun, and I loved to see all of the creativity at work. As usual, participants were creating things that I hadn't thought of, such as building stands for their frames and outlining their designs in paint pen to make them pop.



I had a very full session of Pokémon Club this month as well. While it generally went very well and everyone had a lot of fun, we did encounter an issue at the end of the program where someone stole a couple of cards from someone else's pile. We were able to take a look at the camera footage, but unfortunately the room was too crowded and the footage was too grainy to be able to positively identify the thief. In future, I'm going to try arranging the room a bit differently, so there is more space between tables (in case we need to look at footage again), also hoping that it will help everyone keep an eye on their cards better. Everyone gets very excited about trading and seeing which cards others have, which means there is a lot of movement, and often attendees will leave a binder or some of their cards on a table when they go to look at what someone else has. I plan to make some announcements about not stealing, keeping an eye on one's cards, etc. at future meetings, but that unfortunately doesn't help the theft that already happened.





# Public Services Report - April 2024



Another issue that arose this month involved a group leaving quite a mess in the teen space one evening (they opened multiple games and threw cards, pieces, etc. around the room). We pulled camera footage for this as well, but I unfortunately didn't recognize any of the individuals. This again brought up the need to switch the makerspace and teen room. While incidents could still happen even after the switch, the option to staff the room more frequently, and the closer proximity to the reference desk, would likely cut down on issues like this. We have reached a point where it seems likely that we can simply switch the rooms ourselves; while we still need a definite confirmation of that, it will then be a matter of determining specific steps, and whether it can be completed before summer.

## Upcoming Goals:

- Finalize the last few details for summer programs. While I have a lot of things set, I still have one or two to put finishing touches on, and some supplies still to purchase.
- Work with Sam and Holly to create a set of steps (and a timeline) for switching the teen room and makerspace, and confirm whether we are able to make the switch ourselves.

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

OverDrive Checkouts	13,239
Documents Notarized	28
Book a Librarian Appointments	5 (4 scheduled, 1 walk-in)
Reference Transaction	35
Proctored Exams	3

## April Highlights:

In April, we hosted several well-received programs and also marked the first full month of our new writer's workshop Write on Thursdays. We received a tremendous amount of



# Public Services Report - April 2024

positive feedback from our three-part Retirement University series. I think the community was very thankful for those programs. In addition, we worked with a new presenter who discussed house plants and how to keep them alive. Attendees asked the presenter and myself for her to host more programs at the library. Further, we had a couple of weekend programs that focused on the arts. On the 13th, we had the Iowa Artists Regional Art Show and the weekend after that, the Ankeny Authors Fair. Each program boasted attendance numbers over 100. I also created a library partnership with Hopeful Mama Foundation in order to provide a support group for women facing infertility. We also hosted a tech fair and I taught a few groups of students how to use the Cricut to make stickers and how to use our sound booth.

## **Upcoming Goals:**

My goals for May include creating promotional material for a classical guitarist performing that month, in addition to Summer Library Program events. Additionally, I also want to begin the process of phasing out our 3D printers in order to replace that station with 3D pens and/or button making.

## **Obstacles and Frustrations:**

In terms of frustrations this month, I had a presenter who did not show up for the program she was supposed to lead. Luckily, the community members who showed up were very understanding, especially as it was not a program I could do on my own due to my lack of expertise in the subject matter (the artist Monet and gardening).

## Acquisitions/Cataloging Report – April 2024

The deadline to submit invoices for payment by the city is June 10, which means orders have to be placed more than a week prior for invoices to be received. Additionally, over the course of the fiscal year, even with steady purchasing, discounts, cancellations, missed deadlines by authors etc. all lead to a slight buildup of funds at the end of the cycle, so we ramp up more immediate purchases in order to expend as much of the budget as possible. These factors create a slight uptick in acquisitions for April or May depending on when books actually arrive.

<b>Print Collections</b>	<b># Added</b>	<b>A/V Collections</b>	<b># Added</b>
Adult Biography	12	Adult Audio Books	19
Adult Fiction	395	Adult Blu-Rays	5
Adult Graphic Novels	2	Adult DVDs	28
Adult Non-Fiction	109	Adult Music CDs	19
		Adult Playaways	4
Picture books	31		
Board books	4	Juvenile Audio Books	1
Easy Non-fiction	2	Juvenile Blu-rays	0
Easy Readers	20	Juvenile DVDs	6
Vox Books		Juvenile Music CDs	0
		Juvenile Playaways	8
Juvenile Biography	2		
Juvenile Fiction	57	Young Adult Audio Books	1
Juvenile Graphic Novels	12	Young Adult Playaways	1
Juvenile Nonfiction	17		
		<b>Totals</b>	<b>92</b>
YA Biography	0		
YA Fiction	20		
YA Graphic Novels	2		
YA Nonfiction	0		
<b>Totals</b>	<b>685</b>		

### Twelve Month Comparative Totals

	<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>2/24</b>	<b>3/24</b>
<b>Print</b>	754	975	827	747	841	820	1045	728	557	813	688	897
<b>A/V</b>	204	133	98	145	149	115	89	165	109	96	101	99

**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: UNATTENDED CHILDREN**

**BACKGROUND:** In an effort to provide a safe/secure environment for children using the Library, promote a patron friendly atmosphere, and insure a prompt, professional, effective response should a child become unaccounted for during a visit to the Library the following policy and procedures have been developed.

**POLICY:** The Ankeny Kirkendall Public Library Board of Trustees takes seriously its responsibility to promote and provide a safe, welcoming, and secure environment for patrons of all ages. Creating such an environment requires the participation of all who use the Library. Children and their parents are entitled to experience the Library without fear or concern for their basic safety.

**PROCEDURE:** A parent or ~~f~~ accompanying caregiver is responsible for monitoring and controlling the child's behavior while at the Library. The following supervision expectations shall be adhered to while at the Library.  
Ages Five and Under: All children five and under shall be with a parent or accompanying caregiver (age 14 or older) at all times while at the Library.  
Ages Six and Seven: All children ages six and seven shall have a parent or accompanying caregiver (age 14 or older) in the building at all times while they are at the Library.  
Ages Eight and Older: All children ages eight and older may stay at the Library, unaccompanied unless their behavior becomes a problem. In which case the parent will be called.

Child Remaining After Closing: It is the responsibility of parents to be aware of the Library's closing times. In the event that a child under 18 years of age is in the Library unattended at the time of closing, Library Staff and/or the child will contact the parents. If the parents have not been located or arrived within 15 minutes after closing, the Ankeny Police Department will be notified for further instructions.

Adopted by Library Board of Trustees: 3/2014

Revised:

March 17, 2016

March 18, 2021