



Ankeny Kirkendall Public Library

BOARD OF TRUSTEES

Thursday, August 15, 2024

Regular Meeting: 6:00 p.m.

Location: City Council Chambers - Library

AGENDA

Agenda Item	Discussion Points
I. Call to Order	
II. Public Comment	
III. Approval of Minutes	A. July 18, 2024
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Policy/Procedure Review	
VI. Director's Report – Sam Mitchel	
VII. Department Reports	A. Circulation – Beth Schaefer B. Public Services – Molly Guerra 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	
XI. New Business	A. Closed Policy B. Continuing Education – Developing and Adopting Policies
XII. Executive Session	Consider motion to go into Executive Session, pursuant to the provisions of Iowa Code Section 21.5, subparagraph (i), "to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session."
XIII. Adjourn	A. Next Meeting: September 19, 2024

KIRKENDALL PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES

Thursday, July 18, 2024

Regular meeting: 6 p.m.

Location: City Council Chambers - Library

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

Staff: Sam Mitchel

Topic	Discussion
Call to Order	Meyer called the meeting to order.
Approval of Minutes	Motion made by Stephenson to approve the June 2024 meeting minutes. Second by Medema. Motion passed unanimously.
Public Comments	
Consent Agenda	Sam Mitchel, Director, presented Financials: <ul style="list-style-type: none">• Financials Run rate - 100%
Policy/Procedure Review	
Director's Report	Mitchel presented reports: <ul style="list-style-type: none">• Work anniversaries recognition• Friends of the Library approved the Library's \$44,975 funding request for FY25.• Management received drug and alcohol abuse recognition/procedures training.• Presented director's FY25 goals<ul style="list-style-type: none">○ Sound reduction within library (additional sound abatement materials and/or establishing noise expectations in different areas)○ Plan for potential budget restrictions if legislation has an impact○ 5-year Strategic Plan Process - along with succession planning to ensure library meets community needs/addresses challenges○ Continue relationship building with City and community stakeholders <p>Stephenson inquired about District relationship and the annual dues that the Library pays, Mitchel commented that it is for common area upkeep.</p> <p>Schuster asked how Summerfest went with the library being open. Mitchel commented that other than the disruption in parking and use of library for typical use, there were no major issues.</p>
Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
Friends of the Library (Update)	Medema and Lucht discussed: <ul style="list-style-type: none">• Friends are looking at bylaws to identify what could influence what is currently happening on their board.• Upcoming Family Trivia fundraising event August 3rd.
Old Business	
New Business	A. Lucht made a motion, Medema seconded to approve the following closings: Labor Day: Monday, Sept. 2, 2024 Day before Thanksgiving: Close at 5 PM, Wednesday, Nov. 27, 2024

Topic	Discussion
	<p>Thanksgiving: Thursday, Friday, Nov. 28 & 29, 2024 Christmas: Tuesday, Wednesday, Dec. 24 & 25, 2024 New Year's Eve: Close at 5 PM, Tuesday, Dec. 31, 2024 New Year's Day: Wednesday, Jan. 1, 2025 Martin Luther King Jr. Day: Monday, Jan. 20, 2025 Easter Sunday: Sunday, April 20, 2025 Staff training: Friday, May 9, 2025 Memorial Day: Monday, May 26, 2025 Independence Day: Friday, July 4, 2025 Labor Day: Monday, September 1, 2025 Day before Thanksgiving: Close at 5 PM, Wednesday, Nov. 26, 2025 Thanksgiving: Thursday, Friday, Nov. 27 & 28, 2025 Christmas: Wednesday, Thursday, Dec. 24 & 25, 2025 New Year's Eve: Close at 5 PM, Tuesday, Dec. 31, 2025</p> <p>Director to prepare a Holiday & Closed Policy for Board to review at the August meeting.</p> <p>B. Elections Lucht nominated Meyer for president with no other nominations. Stephenson nominated Schuster for vice-president with no other nominations. Medema nominated Piepho for secretary with no other nominations. Slate was closed and vote was unanimous for approval.</p>
Adjourn	<p>Next meeting: August 15, 2024 Motion to adjourn made by Lucht, seconded by Stephenson.</p>

Respectfully submitted, Sam Mitchel, Library Director

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2025 Expenditure Report

		FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY25 Budget	As of July 31, 2024	FY 2025 Balance Remaining	% Expended
Personal Services								
Salaries and Wages	4101	627,972.10	677,830.34	720,126.47	763,210.00	50,942.26	712,267.74	6.67%
Overtime Wages	4102	46.86	321.17	147.40	1,000.00	0.00	1,000.00	0.00%
Temporary Wages	4103	709,232.30	752,179.54	788,424.85	916,000.00	65,211.58	850,788.42	7.12%
Longevity	4109	2,557.59	2,807.58	3,269.10	4,288.00	307.68	3,980.32	7.18%
FICA	4116	100,504.98	108,192.25	113,975.82	129,248.00	8,794.60	120,453.40	6.80%
IPERS	4117	120,765.39	144,774.57	141,638.57	159,017.00	10,835.96	148,181.04	6.81%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	384.62	4,615.38	7.69%
Employee Insurance	4120	104,591.00	107,940.82	126,673.46	128,663.00	8,168.46	120,494.54	6.35%
Workers Compensation	4122	1,243.00	1,303.00	1,576.00	1,730.00	0.00	1,730.00	0.00%
Total Personal Services		1,671,913.28	1,800,349.33	1,900,831.73	2,108,156.00	144,645.16	1,963,510.84	6.86%
Contractual Services								
Legal and Recording Services	4212	0.00	495.00	765.00	500.00	0.00	500.00	0.00%
Financial Services	4214	2,693.41	2,531.33	2,336.87	3,000.00	211.87	2,788.13	7.06%
Computer Services	4215	78,070.91	57,108.29	45,727.15	78,800.00	19,291.83	59,508.17	24.48%
Waste Management Services	4224	1,004.92	715.54	1,131.46	1,300.00	211.32	1,088.68	16.26%
Land and Tree Services	4227	1,975.35	2,113.05	17,634.51	6,000.00	646.80	5,353.20	10.78%
Advertising & Publication	4240	0.00	0.00	200.00	0.00	0.00	0.00	0.00%
Communications	4244	5,819.90	10,989.76	9,131.57	7,980.00	1,510.08	6,469.92	18.92%
Electric Charges	4247	58,142.88	59,856.64	65,217.69	76,000.00	6,596.52	69,403.48	8.68%
General Insurance	4251	60,584.47	69,254.39	78,923.67	100,908.00	0.00	100,908.00	0.00%
Dues, Memberships, and Licenses	4261	35,106.14	46,189.17	57,833.36	67,000.00	0.00	67,000.00	0.00%
Training and Education	4265	1,295.75	1,884.00	2,659.00	3,950.00	0.00	3,950.00	0.00%
Travel	4266	49.50	1,365.68	592.32	2,850.00	0.00	2,850.00	0.00%
Meetings and Food	4269	255.60	695.22	599.22	500.00	0.00	500.00	0.00%
Building Maintenance Services	4270	112,584.88	147,228.73	124,323.62	141,000.00	2,197.77	138,802.23	1.56%
Electronic Services	4273	3,734.45	4,953.15	5,932.64	6,000.00	0.00	6,000.00	0.00%
Special Program/Event Services	4292	9,246.50	8,564.80	10,053.10	11,000.00	75.00	10,925.00	0.68%
Postage and Shipping	4296	783.80	2,626.68	2,893.40	4,000.00	3,000.00	1,000.00	75.00%
Refunds	4297	4,871.42	7,231.25	1,975.00	6,000.00	0.00	6,000.00	0.00%
Total Contractual Services		376,219.88	425,417.98	427,929.58	516,788.00	33,741.19	483,046.81	6.53%
Commodities								
Office Supplies	4310	9,339.11	9,930.86	9,618.55	11,000.00	652.69	10,347.31	5.93%
Periodicals	4315	7,508.09	8,627.38	8,030.49	9,000.00	244.77	8,755.23	2.72%
Medical and First-Aid Supplies	4333	6.86	0.00	16.78	200.00	0.00	200.00	0.00%
Special Programs/Events Supplies	4343	14,954.59	12,084.72	11,016.64	13,000.00	1,122.06	11,877.94	8.63%
Circulation Materials	4344	19,777.92	10,078.76	12,600.05	23,000.00	811.66	22,188.34	3.53%
Library Books/Reference Materials	4345	148,751.34	148,990.58	153,333.18	154,000.00	13,951.27	140,048.73	9.06%
Multimedia Materials	4346	77,659.07	84,263.61	71,877.04	73,000.00	973.14	72,026.86	1.33%
On-Line Subscriptions	4347	20,574.04	20,809.28	48,356.39	48,200.00	14,647.03	33,552.97	30.39%
Safety Equipment	4352	0.00	0.00	0.00	2,700.00	0.00	2,700.00	0.00%
Minor Equipment	4354	16,574.88	6,758.37	6,093.18	10,000.00	39.99	9,960.01	0.40%
Building Maintenance Supplies	4380	15,998.79	19,776.81	14,193.16	24,000.00	1,148.92	22,851.08	4.79%
Total Commodities		331,144.69	321,320.37	335,135.46	368,100.00	33,591.53	334,508.47	9.13%
Capital Outlay								
Building Improvements	4420	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	
Debt Service								
Equipment Reserve Payments	4595	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers		0.00	0.00	0.00	0.00	0.00	0.00	
Total Expenditures		2,379,277.85	2,547,087.68	2,663,896.77	2,993,044.00	211,977.88	2,781,066.12	7.08%

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City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2025 Revenue Report

	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	As of July 31, 2024	FY 2025 Balance Remaining	% Received
Commissions	3415	467.02	460.20	918.23	0.00	0.00	0.00 #DIV/0!
Lease/Rent Payments	3420	0.00	0.00	0.00	0.00	0.00	0.00
Facility Rental	3422	29,994.15	81,900.53	92,326.08	60,000.00	6,205.69	53,794.31
Equipment Rental	3423	0.00	0.00	0.00	0.00	0.00	0.00
County Library Contribution	3503	150,776.00	185,284.00	161,032.00	161,032.00	39,565.00	121,467.00
Other Local Contributions	3509	5,000.00	0.00	0.00	0.00	0.00	0.00
State Library Open Access	3516	14,629.69	12,130.41	9,209.71	9,210.00	0.00	9,210.00
Operating Grants	3517	16,430.18	16,856.61	16,875.07	16,875.00	0.00	16,875.00
Operating Grants	3537	5,000.00	0.00	0.00	0.00	0.00	0.00
Special Program Fees	3615	0.00	0.00	174.68	0.00	0.00	0.00
Copy Charges	3691	8,890.05	10,147.84	11,992.39	9,000.00	1,053.35	7,946.65
Miscellaneous Service Charges	3699	1,335.51	1,129.05	1,205.18	1,500.00	121.40	1,378.60
Salvage Sales	3822	0.00	0.00	0.00	0.00	0.00	0.00
Other Sales	3829	308.00	477.68	436.35	400.00	16.00	384.00
Private Contributions	3831	0.00	0.00	564.31	0.00	0.00	0.00
Refunds	3841	0.00	561.52	50.64	0.00	0.00	0.00
Rebates	3842	0.00	358.31	0.00	0.00	0.00	0.00
Other Reimbursements	3849	502.71	81.02	6,469.37	0.00	0.00	0.00
Library Fines	3861	20,924.23	19,373.61	18,257.05	16,000.00	1,441.99	14,558.01
Lost Materials	3868	4,758.18	3,779.14	4,320.97	4,000.00	291.29	3,708.71
Legal Settlement/Damages	3869	2,567.08	2,287.08	2,231.93	2,000.00	275.59	1,724.41
Overages/Shortages	3891	74.17	36.53	38.61	0.00	5.05	(5.05)
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues		261,656.97	334,863.53	326,102.57	280,017.00	48,975.36	231,041.64
							17.49%

Director's Report July 2024

I. Personnel

- Work Anniversaries (June)
 - Barbara Black, Library Associate, 9 yrs.
 - Miranda Cantrell, Library Associate, 9 yrs.
 - Kristin Guddall, Library Associate, 3 yrs.
 - Michele Hennessey, Library Associate, 7 yrs.
 - Sam Mitchel, Library Director, 10 yrs.
- Molly Guerra, Public Services Manager, onboarding

II. Facility

- Monthly AED and fire extinguisher inspections
- Numerous room rental inquiries, approvals, etc., began familiarizing Molly Guerra with the policies and procedures.
- Parking and book drop impacted by Summerfest from 8th-15th. I worked on Saturday and Sunday. No pressing issues associated with the event.
- Elevator #1 issue: down 2.5 days

III. Misc.

- 7/11: Friends of the Library meeting regarding Novel Findings used bookstore procedures and funds
- Notary appointments: 15

IV. Marketing/Communication

During the month of July, 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">• July programs, especially Summer Programs & Events, book discussions via social media, eNewsletter, lobby digital display, and calendars.	<ul style="list-style-type: none">• Review of FY24 notable events and statistics via Ankeny Living	<ul style="list-style-type: none">• 7/9, 30: City departments meeting• Library involvement in parade

Sam Mitchel



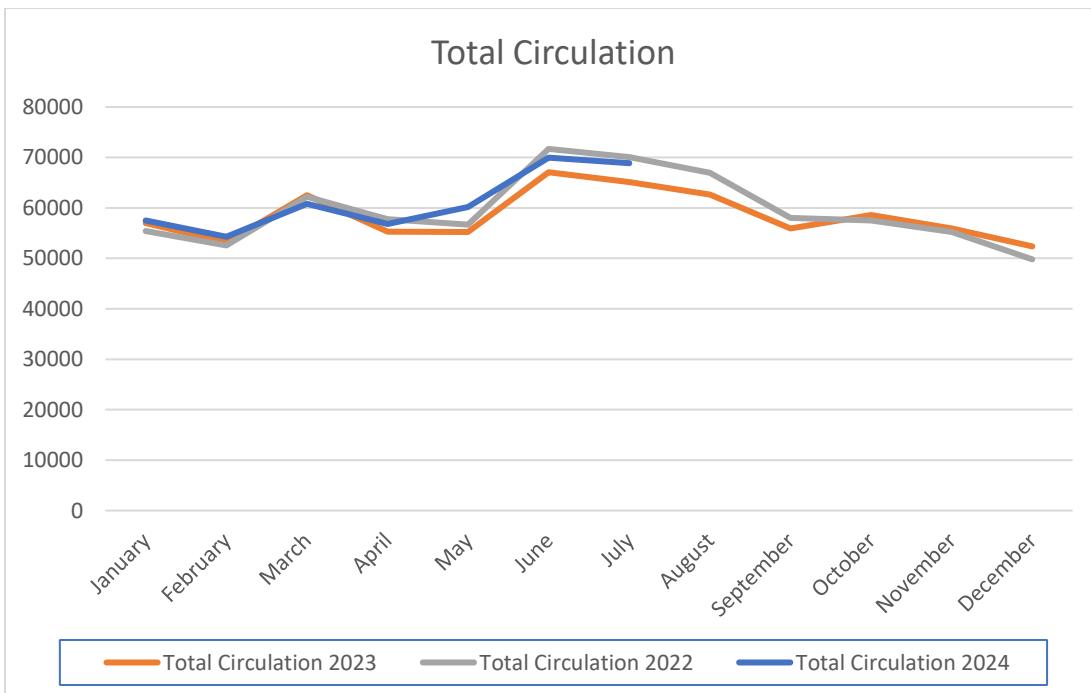
JULY 2024 CIRCULATION REPORT

By: Beth Schaefer

Date: 8/1/24

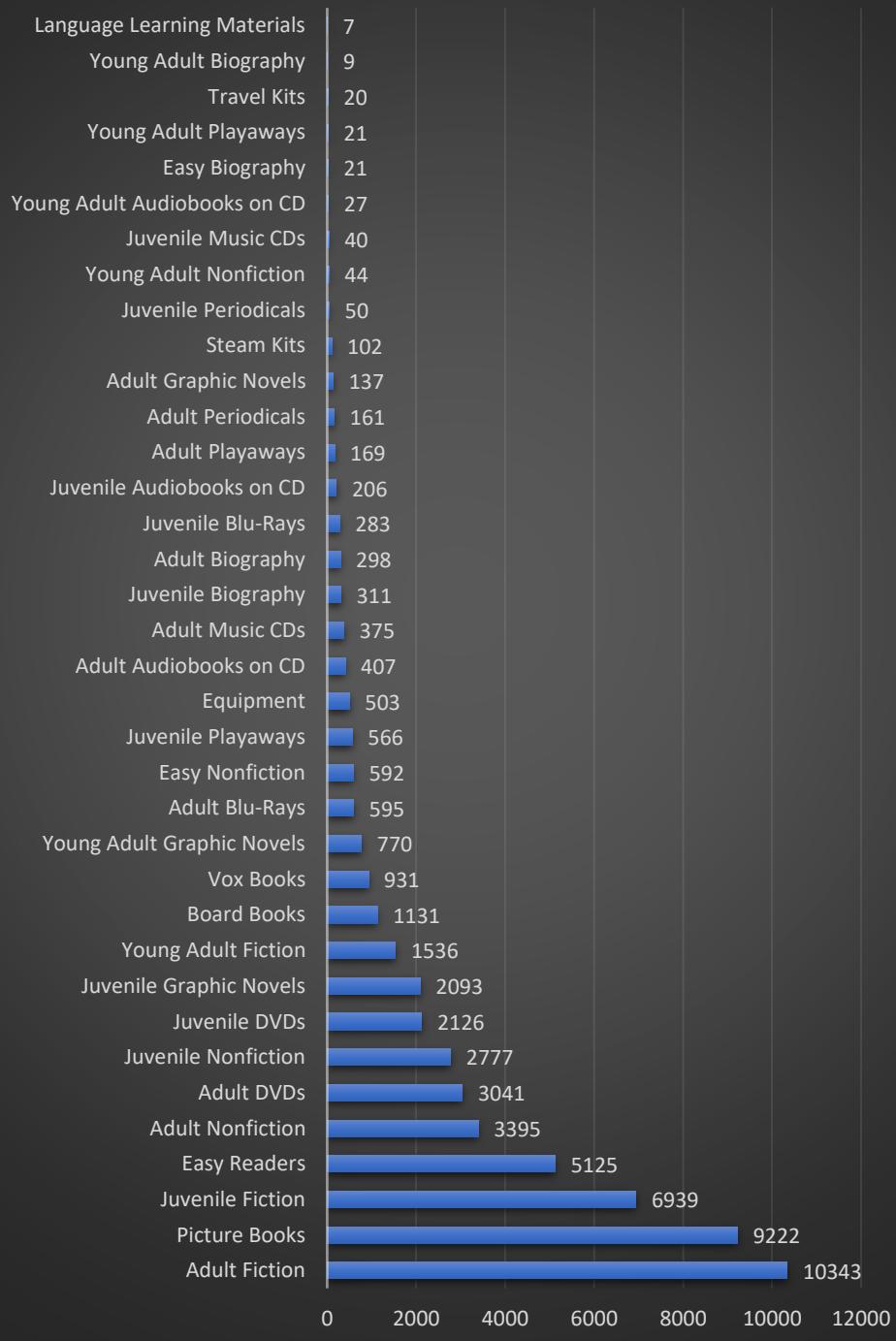
- Our busiest day was July 17 with 2,777 visitors for our Family Lifesize Dinosaur Experience.
- We had 47 volunteers help us for 252.5 hours in July.

	July 2024	July 2023	Difference
Physical Checkouts & Renewals (including Automatic)			
Books	45896	44061	4%
Videos	6045	5496	10%
Audio	1811	1672	8%
Magazines & Other	816	860	-5%
Total Print Transactions	54568	52089	5%
Downloadable Transactions			
Ebooks	5,803	5967	-3%
Audiobooks	7,168	6377	12%
Magazines	1235	585	111%
Adventure Pass	69	86	-20%
Total Downloadable Transactions	14,275	13015	10%
Total Circulation (Physical + Downloadable)	68,843	65104	6%
Highlights			
Steam kits	102	104	-2%
WiFi Hotspots	11	58	-81%
Residency Checkouts (Print Transactions)			
City of Ankeny	46227	45140	2%
Rural/Unincorporated Polk County	4539	3588	27%
Open Access	3607	3361	7%
Total Residency Checkouts	54373	52089	4%
Cardholders			
Basic Access	374	390	-4%
Temporary	11	5	120%
Organization			#DIV/0!
Online	49	49	0%
Total New Cardholders	434	444	-2%
Total Active Cardholders	28017		
Visitors	42887	37347	15%



Circulation by Collection

July 2024 Print Checkouts and Renewals





Public Services Report - August 2024

Public Services Summary: (written by Molly Guerra)

August Highlights:

It has been a pleasure to join AKPL. I have been inspired as I have observed and met with the dedicated staff and enjoyed the beautiful space.

Accomplishments:

- Reviewed job responsibilities with Sam Mitchel and Beth Schaefer
- Met all staff (that have worked since I began) and learned about them and their role at the library
- Learned about meeting room technology and reservation management
- Learned about programming schedules and marketing
- Learned scheduling processes at the library
- Reviewed best practice with copyright laws and marketing
- Reviewed desk procedures at Circulation, Reference and Children's Desks
- Reviewed online resources and vendor contacts

Upcoming Goals:

- Attend library programs to learn more
- Continue to learn the nuanced processes and work flow at each of the desks
- Step into meeting room management completely
- Complete two hours of continuing education
- Discuss Makerspace and Teen Room shift and set a timeline
- Listen to staff and understand AKPL and the community better



Public Services Report - August 2024

July 2024		July 2024		Year to Date by Age Level		July 2023	
	Programs	Attendee		Programs	Attendee	Programs	Attendee
Early Learners (0-5)	3	477		3	477	9	479
School Age (6-11)	2	177		2	177	6	230
Tween/Teen (12-18)	8	101		8	101	12	69
Adult (18+)	24	250		24	250	23	1033
General Interest	9	2683		9	2683	17	1169
Monthly Total	46	3688				67	2980
Year to Date of All Program Types	46	3688				67	2980
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Additional services	July 2024		FY25 Year to Date		July 2023		
Technology Appointments	4		4		4		
Exam Proctoring	11		11		3		
Notary Appointments	65		65		38		
Patron Computer Usage	1869		1869		1588		
Reference Interactions	1082		1082		1095		
Storytime To-Go Kits	2000		2000		2000		
Unique Wireless Usage	5880		5880		6169		
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Room Usage	July 2024		FY25 Year to Date		July 2023		
Children/Teen Program Room	13		13		19		
City Council Chambers	21		21		16		
Conference Rooms and Lounges	496		496		503		
Meeting Rooms (A, B, C, ABC)	70		70		57		
Makerspace	18		18		32		
Off-Site /Virtual / Misc.	4		4		8		
Total Usage	622				635		
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Digital Resources (Included)	July 2024		FY25 Year to Date		July 2023		
Ancestry Library Edition	273		273		981		
Brainfuse: HelpNow	6		6		24		
Brainfuse: JobNow / VetNow	22		22		10		
Consumer Reports	687		687		638		
Heritage Quest	58		58		352		
Hoopla	1087		1087		343		
Library Speakers Consortium	144		144		0		
Lote4Kids	13		13		0		
New York Times Online	585		585		517		
Novelist K-8	0		0		0		
Novelist Plus	87		87		51		
Novelist Select	612		612		464		
Reference Solutions	5		5		13		
ValueLine	1952		1952		1054		
Digital Resources (Not Included)							
Niche Academy	34		34		3		
Total Usage (Included Only)	5531		5531		4447		



Public Services Report - August 2024

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

Summary

The 2024 Summer Library Program has officially ended, finishing strong with a record-setting sign-up number of 5,126 participants (3,568 youth, 570 teen, 988 adult). As previously stated last month, our number to beat was 4,224 from 2019 (pre-Covid and old building). Pictured below is our final display of names. In August we will make an announcement and award a trophy to the elementary school with the highest percentage of participants. Here are some of our highlights from the month.



Sing & Splash

We couldn't believe we had 225 join us for a special edition of Sing & Shake! We took our summer playlist and bubble machines and had fun singing and splashing on a hot day. We will definitely repeat this event next summer!



Lifesize Dinos with FellerExpress

This event was stressful on library staff and patrons. Though the dinosaurs were incredible, we left this event with very mixed feelings. Patrons had a wait-time of over an hour, all for a 2-minute photo and meet & greet with a dinosaur. For the 667 who braved the hour+ long line, which started at ABC, went to the play nook, and all the way back up to the circ desk, several were left disappointed.

Though we had **1,278** people for this event and that sounds great on paper, the event structure was just not ideal. During this two-hour drop-in event, we had two lost parents we needed to find in a very loud library. We also needed to pay FellerExpress additional money to stay and finish out the long line. Since we advertised the event on Facebook, we feel that many people came from various parts of Iowa to see the dinosaurs. In the future we may consider only advertising large-scale events such as this on Library Market and our paper calendars, so we create a more positive experience for everyone. Numbers are just not everything.



Public Services Report - August 2024



Finale Pool Party at Cascade Falls

We doubled our numbers from last year at our Finale Pool Party, with a total of 951 in attendance. We surprised those who came with a drawing of 20 donated Target gift cards and 4 summer library t-shirts. We also handed out free Cubs tickets and Taco Bell coupons, so everyone left with something. This event was a great way to wrap up the program.



Goals

Our biggest goal is to continue providing educational and fun events for families and kids.

- Research, plan, and implement fall early-learner events (Story Time, Sing & Shake, Babies & Books)
- Research, plan, and implement fall school-age events (Maker Crews, Taste-Tests, Legos, etc.)
- Brainstorm and research fall family programming
- Create another interactive display in the children's area and keep up with monthly scavenger hunts, coloring table, puzzle table, etc.
- Work with the Communication department to put out a post-summer survey to participants
- Create and put out the fall story strolls and much, much, more...



Public Services Report - August 2024

Teen Services Update: (written by Amanda Bellis)

Summer programs continued to be well attended throughout July, which was great to see! This is definitely a month where numbers can dwindle, so I was excited that there was still interest in the programs I planned for this month.

Snacks and Games continued to be popular, drawing double digit numbers of attendees. I am toying with the idea of continuing this as a monthly program; I may look into purchasing additional board games for the teen room, and may again revisit the idea of purchasing a Nintendo Switch for teen programming.

Pokémon Club continues to be popular and well attended, so I look forward to continuing that program this fall. While it's marketed as a tween and teen program, I have had some parents and younger siblings who have stayed in the room throughout the event. Since none of the attendees seem to mind, I am okay with it, but if it presents any issues I may have to be a bit stricter.

Chocolate Challenge was a super popular program this month, with everyone competing as teams in Minute to Win It-style games that all featured chocolate. I made a point of finding multiple games that used the same supplies, and attendees had a chance to eat some chocolate too.

I had a great discussion at this month's Tween Book-to-Movie Club, but only one participant for the Teen Book-to-Movie Club. I'm finding that, even in the summer, the book clubs appeal to a younger crowd more. Books & Bagels continues to be a great book club option for older teens, but book clubs at the library just don't have the same level of interest.

The weekly prize drawings for the summer library program have continued to be a hit, with consistent numbers of activity logs returned throughout the summer. So many of the winners I contacted were super excited to win and thankful for the way that we structured the programs and prizes this year.

My goals for the coming month are:

1. Work on planning for fall programs. I have several ideas and tentative dates in mind, but I want to work on solidifying those plans as well as booking rooms and ordering supplies.
2. Now that summer events are wrapping up, I plan to meet with Sam (and Molly once she's settled in) to touch base on our plans to swap the makerspace and teen room. While we have a pretty good idea that it's possible, creating a timeline and a more detailed plan is the next step.

Makerspace Appointments: 1

Reference Questions: 2



Public Services Report - August 2024

Adult Services Update: (written by Justin Armbruster)

OverDrive Checkouts	14,206
Documents Notarized	40
Book a Librarian Appointments	4 (2 scheduled, 2 walk-in)
Reference Transaction	35
Proctored Exams	11

In July, we hosted a number of all-ages/family events that were very successful, with lines stretching the entire length of the library and then wrapping around. We also hosted the excellent blues musician Joey Leone for a mini concert in our meeting room. Additionally, I proctored several exams for students taking summer courses, sometimes with two or three in one day. I also had an above average number of notary appointments this month. Overall, it was an outstanding conclusion to the Summer Library Program.

My goals for August include scheduling events and speakers for the fall and winter. I am also planning the next Puzzle-palooza, as that event's popularity has remained constant. I am also planning the next several month's book club discussion picks. Further, I will remove the 3D printers from the makerspace floor to avoid any confusion about their availability.

In terms of frustrations this month, it was mostly related to Summerfest. Patrons and staff found it very difficult and frustrating to find parking and access to the library. Several patrons noted they would be purposely avoiding the library, even for programs they would regularly attend. Those with mobility issues also found it difficult to use the library, as the closest handicapped parking spots were inaccessible. While proctoring exams, I noted the loud music/noise from Summerfest and how that could impact the students, as well those who use our library for studying and interviewing.

Acquisitions/Cataloging Report – July 2024

July marks the beginning of the new fiscal year. And while staff continue to purchase materials each month, steadily, the new fiscal year is also used as an opportunity to analyze how the overall collections budget is dispersed between collections and formats and an opportunity to assess future needs and directions for acquisitions.

This is also the time when staff begin planning which collection areas need more attention, for example, what subjects of the non-fiction children's collection need to be refreshed.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	9	Adult Audio Books	28
Adult Fiction	322	Adult Blu-Rays	26
Adult Graphic Novels	8	Adult DVDs	54
Adult Non-Fiction	92	Adult Music CDs	13
		Adult Playaways	8
Picture books	47		
Board books	1	Juvenile Audio Books	1
Easy Non-fiction	0	Juvenile Blu-rays	0
Easy Readers	10	Juvenile DVDs	4
Vox Books	8	Juvenile Music CDs	0
		Juvenile Playaways	20
Juvenile Biography	6		
Juvenile Fiction	29	Young Adult Audio Books	0
Juvenile Graphic Novels	23	Young Adult Playaways	0
Juvenile Nonfiction	18		
		Totals	154
YA Biography	0		
YA Fiction	30		
YA Graphic Novels	6		
YA Nonfiction	2		
Totals	611		

Twelve Month Comparative Totals

	7/23	8/23	9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24	6/24
Print	747	841	820	1045	728	557	813	688	897	685	755	767
A/V	145	149	115	89	165	109	96	101	99	92	106	78

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: Closed Policy

POLICY: In order for public awareness of regular closings, the Ankeny Kirkendall Public Library will be closed the following days annually.

Scheduled Closings:

January 1st, New Year's Day
Martin Luther King Jr. Day
Easter Sunday
Memorial Day
July 4th, Independence Day
Labor Day
Wednesday before Thanksgiving: Close at 5 PM
Thanksgiving Day
Friday after Thanksgiving
December 25th, Christmas Day
December 31st, New Year's Eve: Close at 5 PM

Additional Days

Staff Training Day
Other closings due to inclement weather, facility issues, etc. will be determined by the Director of the Library.

Adopted by Library Board of Trustees:



Chapter 6: Developing and Adopting Policies

The Need for Policies

An essential responsibility of Iowa library boards is to develop and adopt public policy. Library boards must be mindful that they are adopting public policies for a public service. They should take care to avoid writing policies that are reactionary or punitive but instead keep community interests at the forefront. Policies are necessary for these reasons:

- ❖ A major area of board responsibility
- ❖ Many **Public Library Standards** have policy implications
- ❖ Legal and ethical issues
- ❖ Demonstrates credible business practice
- ❖ Opportunity for public education
- ❖ Support the library's mission and purpose

A board should “develop” policy and not just “write” policy. Good policy grows out of a process of studying the issues and needs, gathering facts, deliberating the issues, writing the policy and reviewing the policy at least every three years. Once the board adopts policies, the board observes, interprets, evaluates and supports those policies. The board also modifies existing policies and creates new ones as services evolve.

Using the policies that the board approves as the outline, directors and staff write procedures and guidelines which are in-house documents. For example, your library board may develop a policy for lending wireless hotspots. Directors and staff then write procedures for purchasing the equipment, processing and inventorying equipment, and promoting this new service. Consistent interpretation and application of the policy is necessary. The board and management need to support the staff in applying the policy for situations that require flexibility as well as empower staff to make exceptions to the

policy in the interest of good customer service.

Policy Development Steps

- 1. Anticipate the Need:** Often, policies are adopted as a direct result of a problem or even a crisis rather than as a result of careful planning and foresight. A better way to identify the need for a particular policy is to anticipate problems and write policies before the problem occurs. For example, boards are well advised to develop a disaster response policy, instead of waiting until a disaster strikes. Although each board needs to develop its own policies, sometimes it is helpful to review policies from other libraries before getting started. Look to policies from libraries in larger cities, because city attorneys have already vetted them.
- 2. Gather the Facts:** Most policies grow out of recommendations from the library director. Your director is in touch with service changes, problems, and issues that require policies. Depending on the nature of the policy, you may want to seek legal counsel.
- 3. Evaluate the Proposed Policy:** Is the policy under consideration:
 - Consistent with or covered in policies that have already been written ?
 - Consistent with your mission statement?
 - Consistent with local, state and federal law? Review the policy to determine whether any provisions would be illegal under Iowa or federal law. For example, a library policy of "no animals or pets allowed" must provide an exception for service dogs and other support animals.
 - Already an existing policy in place for other City workers. For example, inclement weather closings, holiday closings, expense reimbursements, benefits, etc.
 - Reasonable (including reasonable penalties)? Let's say a board decides to set the library's hours as 10:00 a.m. to 11:30 a.m. Monday through Friday. According to the State Library Law Librarian: *"Although it would not be illegal to set such hours, a court could find the policy to be unreasonable because, in effect, it denies library access to citizens who work or go to school during the day. The library board should also examine proposed policies to determine if any penalties are unreasonable. For example, it would be reasonable for a "no skateboarding in the library" policy to include a "penalty" that violators would be asked to leave for the rest of the day. It would not be reasonable to penalize the skateboarding patrons by banning them from the library "for the rest of their lives."*
 - Measurable? It is difficult, if not impossible, to enforce a policy fairly if the policy and penalty are not quantifiable. Policies should be written clearly so

that trustees, staff, and patrons alike can read a policy and know what constitutes a "violation" of it. For example, if a library has a policy stating that patrons will lose borrowing privileges if they have "too many overdue books for too long," the definitions of "too many" and "too long" are not clear and may result in unfair application when interpreted by different staff members. On the other hand, a quantifiable policy states that patrons will lose their borrowing privileges if they have "library material which has been overdue for three weeks or longer and if the patron has not returned the material or paid the replacement cost or made arrangements with the library for payment."

- **Discriminatory?** In order to be legally enforceable, library policies must be applied fairly to all patrons. Courts will invalidate library policies which are not applied equally to all patrons and are used to discriminate against certain groups of people. For example, a "no sleeping" policy might be enforced against homeless patrons but not against other patrons (such as the mayor) who drift off while reading in a comfy chair. Some libraries might have "no noise" policies which they enforce only against tables of giggling adolescents but never against tables of loud-speaking adults.

- 4. Write and Adopt the Policy:** The actual wording of the policy is best left to the director and/or a board committee. The actual policy may come to the full board and back to committee for revision several times before it's finished. Final approval of the written policy is a board responsibility.
- 5. Establish a Schedule for Policy Review:** Policies will become outdated. Regular review of policies helps keep them current and at the same time keeps board members informed. The recommended way to review policies is to date every policy and its revision. Don't wait to review all policies until time for Accreditation, establish a review process to happen throughout the year.

When reviewing existing policies, ask whether there is still a viable reason to keep a policy in place. Some boards have eliminated long-standing policies which have outlived their original usefulness and have opted instead for a more positive image for the library in the community. These topics can include cell phone use, overdue fines, and restrictions of the number of materials borrowed at one time.
- 6. Make Policies Available:** Placing approved policies into a manual makes the process of learning policy simpler for new trustees and also makes for easier retrieval. A manual also makes the review and updating process much easier. A full collection of policies must be accessible to staff as well. It is advisable to post policies that affect the patrons' use of the library on your website.

Standards and Accreditation

To meet public library standards, boards must adopt four required, written policies in these categories: **Circulation, Collection Development, Internet Use, and Personnel**. The

library board may have additional written policies, as deemed appropriate for the library, and reviews them at least every three years. Assistance in writing policies is available from the State Library **District Consultants**.

More information regarding policy standards is available on the [**Public Library Standards**](#) webpage on the State Library website.