



**Ankeny Kirkendall Public Library**

**BOARD OF TRUSTEES**

**Thursday, January 16, 2025**

**Regular Meeting: 6:00 p.m.**

**Location: City Council Chambers - Library**

**AGENDA**

<b>Agenda Item</b>	<b>Discussion Points</b>
<b>I. Call to Order</b>	
<b>II. Public Comment</b>	
<b>III. Approval of Minutes</b>	A. November 21, 2024
<b>IV. Consent Agenda</b> <b>Samuel Mitchel, Director</b>	A. Financials
<b>V. Policy/Procedure Review</b>	A. Unattended Child B. Confidentiality C. Volunteer
<b>VI. Director's Report – Sam Mitchel</b>	
<b>VII. Department Reports</b>	A. Circulation – Erin Coughlin 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
<b>VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	
<b>IX. Friends of the Library (Update)</b>	
<b>X. Old Business</b>	
<b>XI. New Business</b>	
<b>XIII. Adjourn</b>	A. Next Meeting: February 20, 2025

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

**Thursday, November 21, 2024**

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

**Location: Library**

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

**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>	Stephenson moved to approve. Seconded by Medema. Approved by all.
<b>Public Comments</b>	NA
<b>Consent Agenda</b>	<p>Mitchel presented financials.</p> <ul style="list-style-type: none"> <li>• Run rate = 33.3% <ul style="list-style-type: none"> <li>○ Seeing an uptick in printer usage.</li> <li>○ ILA Conference saw increase in Meetings and Food line item.</li> <li>○ Children's section made larger purchase in October.</li> </ul> </li> </ul>
<b>Policy/Procedure Review</b>	
<b>Director's Report</b>	<p>Mitchel presented Director's report.</p> <ul style="list-style-type: none"> <li>• Brena Barton accepted position of Teen Services Librarian.</li> <li>• Beth Schaefer's last day was October 18.</li> <li>• Completed monthly AED and fire extinguisher inspections.</li> <li>• FY26 Budget kickoff meeting conducted.</li> <li>• Delivered library occupation presentation to teens of a local homeschooling group.</li> <li>• Friends of the Library conducted BINGO fundraising event.</li> <li>• IT looked into the Polaris Cloud lag issue. Mitchel sent notice that we are looking to end the Polaris Cloud Project.</li> </ul> <p>Mitchel provided update on individuals in library who were homeless. She began being disruptive and began setting her belongings around the children's section. By early afternoon she began bothering patrons. Handed candy to children who were by themselves. Mitchel informed her that she needed to clean up her items. When she didn't, Mitchel was forced to call the police. After that she did end up leaving.</p>
<b>Department Reports</b>	
<b>Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	<p>FY26 Budget</p> <ul style="list-style-type: none"> <li>• Medema, Lucht, and Mitchel reviewed budget. The intent was to come up with list of steps we could take if we are required to cut budget again. <ul style="list-style-type: none"> <li>○ We may want to look at district dues. We are paying a significant amount. We are asking for the land agreement to ensure our dues are appropriate. Are we getting any good out of it? What are the parameters of these dues?</li> </ul> </li> <li>• On the revenue side – <ul style="list-style-type: none"> <li>○ We could charge schools for using meeting rooms.</li> <li>○ Non-Ankeny government charge for using meeting rooms.</li> <li>○ Increase rental rates.</li> </ul> </li> </ul>
<b>Friends of the Library (update)</b>	

<b>Topic</b>	<b>Discussion</b>
<b>Old Business</b>	
<b>New Business</b>	<p>Proposed FY26 Budget adjustments:</p> <ul style="list-style-type: none"> <li>• Temporary Wages - Reduction of operating hours should save \$41,000.</li> <li>• Computer Services – transferring LOTE4KIDS Storytime Pods to account 4347.</li> <li>• Communication Services - Will not be offering Wi-Fi hotspots in 2025.</li> <li>• Building Maintenance – asking to add budget for cleaning service to be onsite on Saturdays.</li> <li>• Circulation Materials – Could possibly reduce by \$5,000, but we still want some sort of buffer.</li> <li>• Library Books/Materials – will automatically go up by \$3,000.</li> <li>• Online Subscriptions – If we had to do reductions, remove Data Axe, Niche Academy, and LOTE4KIDS Storytime Pods.</li> </ul> <p>Mitchel pointed out that the library runs fairly lean and we've cut everywhere we're comfortable.</p> <p>Stephenson motioned to approve this proposal. Medema seconded. Approved by all.</p> <p>Library will close December 23. Schuster approved this closure. Stephenson seconded. Approved by all.</p>
<b>Continuing Education</b>	
<b>Adjournment</b>	<p>Medema motioned to adjourn. Schuster seconded. Approved by all.</p> <p>No meeting in December. Board will gather to share a meal on December 19.</p> <p>Next meeting: January 16, 2025</p>

Respectfully submitted, Miranda Piepho, Secretary

**City of Ankeny**  
**Ankeny Kirkendall Library**  
**Fiscal Year 2025 Expenditure Report**

		FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY25 Budget	As of December 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	338,762.11	424,447.89	44.39%
Overtime Wages	4102	46.86	321.17	147.40	1,000.00	101.43	898.57	10.14%
Temporary Wages	4103	709,232.30	752,179.54	788,424.85	895,500.00	432,781.42	462,718.58	48.33%
Longevity	4109	2,557.59	2,807.58	3,269.10	4,288.00	1,999.92	2,288.08	46.64%
FICA	4116	100,504.98	108,192.25	113,975.82	127,648.00	58,301.27	69,346.73	45.67%
IPERS	4117	120,765.39	144,774.57	141,638.57	157,117.00	71,649.60	85,467.40	45.60%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	2,500.03	2,499.97	50.00%
Employee Insurance	4120	104,591.00	107,940.82	126,673.46	128,663.00	60,755.09	67,907.91	47.22%
Workers Compensation	4122	1,243.00	1,303.00	1,576.00	1,730.00	1,936.00	(206.00)	111.91%
Total Personal Services		1,671,913.28	1,800,349.33	1,900,831.73	2,084,156.00	968,786.87	1,115,369.13	46.48%
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	1,182.30	1,817.70	39.41%
Computer Services	4215	78,070.91	57,108.29	45,727.15	78,800.00	54,784.52	24,015.48	69.52%
Waste Management Services	4224	1,004.92	715.54	1,131.46	1,300.00	633.96	666.04	48.77%
Land and Tree Services	4227	1,975.35	2,113.05	17,634.51	6,000.00	2,425.50	3,574.50	40.43%
Advertising & Publication	4240	0.00	0.00	200.00	0.00	0.00	0.00	
Communications	4244	5,819.90	10,989.76	9,131.57	7,980.00	5,350.21	2,629.79	67.05%
Electric Charges	4247	58,142.88	59,856.64	65,217.69	76,000.00	36,180.57	39,819.43	47.61%
General Insurance	4251	60,584.47	69,254.39	78,923.67	100,908.00	122,034.52	(21,126.52)	120.94%
Dues, Memberships, and Licenses	4261	35,106.14	46,189.17	57,833.36	67,000.00	31,288.90	35,711.10	46.70%
Training and Education	4265	1,295.75	1,884.00	2,659.00	3,950.00	1,041.38	2,908.62	26.36%
Travel	4266	49.50	1,365.68	592.32	2,850.00	860.27	1,989.73	30.18%
Meetings and Food	4269	255.60	695.22	599.22	500.00	300.00	200.00	60.00%
Building Maintenance Services	4270	112,584.88	147,228.73	124,323.62	141,000.00	42,341.13	98,658.87	30.03%
Electronic Services	4273	3,734.45	4,953.15	5,932.64	6,000.00	2,695.16	3,304.84	44.92%
Special Program/Event Services	4292	9,246.50	8,564.80	10,053.10	11,000.00	1,587.99	9,412.01	14.44%
Postage and Shipping	4296	783.80	2,626.68	2,893.40	4,000.00	3,446.70	553.30	86.17%
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	306,153.11	210,634.89	59.24%
Commodities								
Office Supplies	4310	9,339.11	9,930.86	9,618.55	11,000.00	4,028.33	6,971.67	36.62%
Periodicals	4315	7,508.09	8,627.38	8,030.49	9,000.00	8,188.55	811.45	90.98%
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	6,966.42	6,033.58	53.59%
Circulation Materials	4344	19,777.92	10,078.76	12,600.05	23,000.00	4,148.75	18,851.25	18.04%
Library Books/Reference Materials	4345	148,751.34	148,990.58	153,333.18	154,000.00	87,252.57	66,747.43	56.66%
Multimedia Materials	4346	77,659.07	84,263.61	71,877.04	73,000.00	33,603.74	39,396.26	46.03%
On-Line Subscriptions	4347	20,574.04	20,809.28	48,356.39	48,200.00	51,097.91	(2,897.91)	106.01%
Safety Equipment	4352	0.00	0.00	0.00	2,700.00	1,790.00	910.00	66.30%
Minor Equipment	4354	16,574.88	6,758.37	6,093.18	10,000.00	3,636.27	6,363.73	36.36%
Building Maintenance Supplies	4380	15,998.79	19,776.81	14,193.16	24,000.00	7,635.36	16,364.64	31.81%
Total Commodities		331,144.69	321,320.37	335,135.46	368,100.00	208,347.90	159,752.10	56.60%
Capital Outlay								
Building Improvements	4420	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Outlay		0.00	0.00	0.00	0.00	0.00	0.00	
Debt Service								
Equipment Reserve Payments	4595	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers		0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Expenditures</b>		<b>2,379,277.85</b>	<b>2,547,087.68</b>	<b>2,663,896.77</b>	<b>2,969,044.00</b>	<b>1,483,287.88</b>	<b>1,485,756.12</b>	<b>49.96%</b>
FTEs		22.85						

**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 December 31, 2024	FY 2025 Balance Remaining	% Received
Commissions	3415	467.02	460.20	918.23	0.00	0.00	0.00
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	45,927.95	14,072.05
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	79,130.00	81,902.00
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	9,651.04	(441.04)
Operating Grants	3517	16,430.18	16,856.61	16,875.07	16,875.00	17,037.73	(162.73)
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	3.00	(3.00)
Copy Charges	3691	8,890.05	10,147.84	11,992.39	9,000.00	5,403.45	3,596.55
Miscellaneous Service Charges	3699	1,335.51	1,129.05	1,205.18	1,500.00	609.99	890.01
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	168.70	231.30
Private Contributions	3831	0.00	0.00	564.31	0.00	1,275.00	(1,275.00)
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	150.00	(150.00)
Library Fines	3861	20,924.23	19,373.61	18,257.05	16,000.00	8,464.09	7,535.91
Lost Materials	3868	4,758.18	3,779.14	4,320.97	4,000.00	1,943.50	2,056.50
Legal Settlement/Damages	3869	2,567.08	2,287.08	2,231.93	2,000.00	1,239.90	760.10
Overages/Shortages	3891	74.17	36.53	38.61	0.00	66.33	(66.33)
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues</b>		<b>261,656.97</b>	<b>334,863.53</b>	<b>326,102.57</b>	<b>280,017.00</b>	<b>171,070.68</b>	<b>108,946.32</b>
							<b>61.09%</b>

**Director's Report**  
**December 2024**

**I. Personnel**

- Work Anniversaries:
  - Evan Anderson, Collection Development Librarian, 11 years

**II. Facility**

- Monthly AED and fire extinguisher inspections
- Dazzling in the District: library participated in the district program with scavenger hunt, offering model train expo, and building access during tree lighting.

**III. Misc.**

- 12/9: Attended Polk County Metro-area Library Directors meeting.
- Polaris Cloud project: Due to lag concerns in regard to catalog interface, the project has been terminated. Polaris will remain on the city's network.
- All staff preparing for open hours change with updating brochures, signage, and online postings.
- 12/19: Trustees holiday gathering (no official business was conducted)
- Notary appointments: 11

**IV. Marketing/Communication**

During the month of December, 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
• Technology Resources and services highlights via Facebook	• December programs, book discussions, author talks, via social media, eNewsletter, lobby digital display, and calendars.	• December and January programs, Brenna Barton, Teen Services Librarian introduction via Ankeny Living	• 12/10, 31: City departments meeting

Sam Mitchel



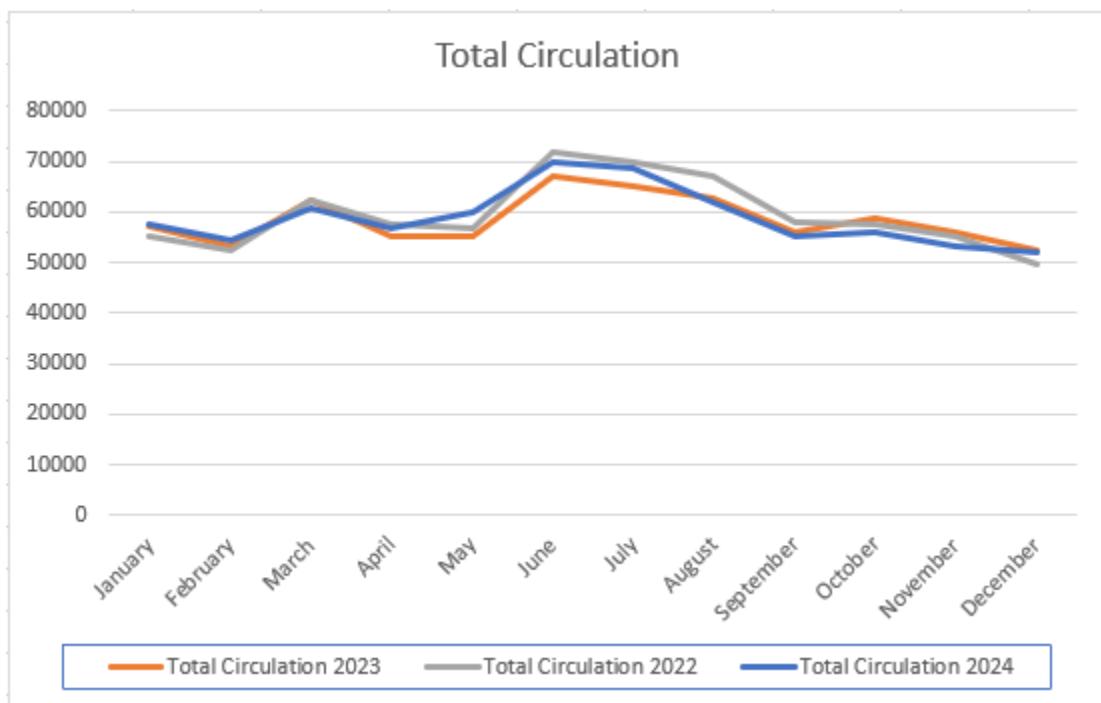
# DECEMBER 2024 CIRCULATION REPORT

**By: Erin Coughlin**

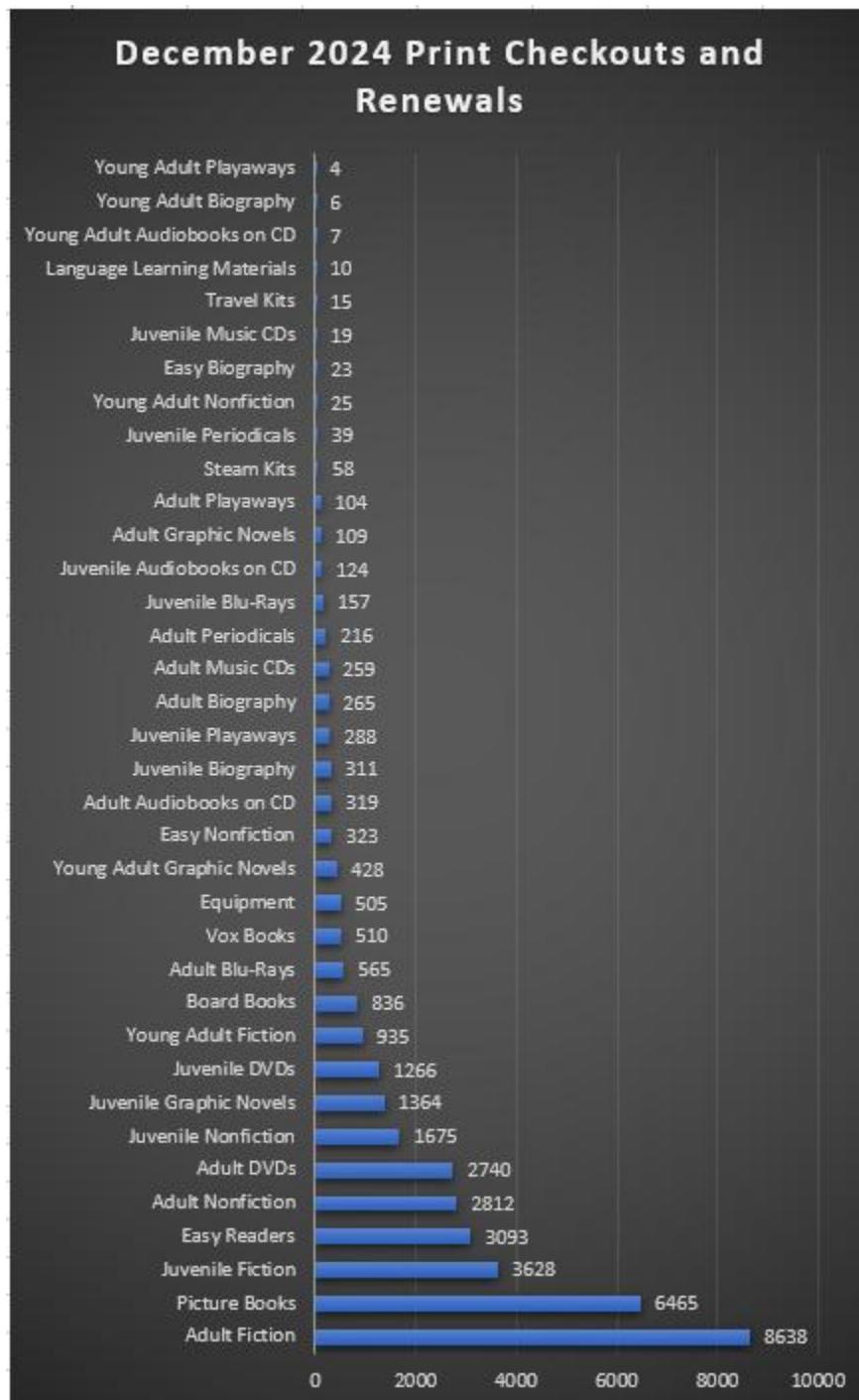
**Date: 1/1/2025**

- I started on January 6, 2025
- The busiest day in November was November 3<sup>rd</sup>.
- The busiest day in December was December 7<sup>th</sup>.

	December 2024	December 2023	Difference	July 2024 - December 2024	July 2023 - December 2023	Difference
<b>Physical Checkouts &amp; Renewals (including Automatic)</b>						
Books	31621	30842	3%	220511	227044	-3%
Videos	4728	6785	-30%	30151	37272	-19%
Audio	1124	1117	1%	8403	8194	3%
Magazines & Other	818	802	2%	5318	5335	0%
<b>Total Print Transactions</b>	<b>38291</b>	<b>39546</b>	<b>-3%</b>	<b>264383</b>	<b>277845</b>	<b>-5%</b>
<b>Downloadable Transactions</b>						
Ebooks	5,147	4725	9%	32,149	30,722	5%
Audiobooks	6,921	5022	38%	41,962	33,710	24%
Magazines	1780	456	290%	8,506	3,437	147%
Adventure Pass	61	46	33%	388	378	3%
<b>Total Downloadable Transactions</b>	<b>13,909</b>	<b>10249</b>	<b>36%</b>	<b>83,005</b>	<b>68,247</b>	<b>22%</b>
<b>Total Circulation (Physical + Downloadable)</b>	<b>52,200</b>	<b>49795</b>	<b>5%</b>	<b>347,388</b>	<b>346,092</b>	<b>0%</b>
<b>Highlights</b>						
Steam kits	56	66	-15%	430	491	-12%
WiFi Hotspots	0	77	-100%	57	409	-86%
<b>Residency Checkouts (Print Transactions)</b>						
City of Ankeny	32174	34700	-7%	225461	242067	-7%
Rural/Unincorporated Polk County	3226	2472	31%	21450	17803	20%
Open Access	2741	2374	15%	18524	17689	5%
<b>Total Residency Checkouts</b>	<b>38141</b>	<b>39546</b>	<b>-4%</b>	<b>265435</b>	<b>277559</b>	<b>-4%</b>
<b>Cardholders</b>						
Basic Access	197	193	2%	1805	1859	-3%
Temporary	5	7	-29%	58	88	-34%
Organization	0		#DIV/0!	0	1	-100%
Online	44	49	-10%	286	248	15%
<b>Total New Cardholders</b>	<b>246</b>	<b>249</b>	<b>-1%</b>	<b>2149</b>	<b>2196</b>	<b>-2%</b>
<b>Total Active Cardholders</b>	<b>27829</b>					
<b>Visitors</b>						
	24259	21939	11%	193326	172743	12%



## Circulation by Collection





# Public Services Report – December 2024

## Public Services Summary: (by Molly Guerra)

### Highlights:

In December, we started officially planning our Summer Library Program (SLP) with draft calendars being created, performers being secured, prizes being priced, and budgets analyzed. Programming staff have great feedback from the SLP survey last year in order to shape the program to meet the needs of the community. We have over 200 donation requests going out to organizations in the community as we anticipate up to 5500 participants this year.

Sam and I stayed busy updating the new hours online and in print. Overall, the response from the community was positive with very few complaints from regular study room users. We have decided to change the way we gather our reference interaction statistics. Instead of asking staff to mark every single interaction (which was just not happening), we will use two sample weeks and average those to determine the annual number of reference interactions.

I just wanted to point out our teen librarian, Brena, and her hard work. Teen program attendance was up by nearly three times in December.

### Accomplishments:

- Began five part-time staff evaluations
- Reviewed full-time staff goals from the past year and planned mid-year meetings in January to touch base
- Finalized marketing and communication calendars for 2025
- Continued to learn Circulation procedures in order to support part-time staff and prepare for onboarding of Erin Coughlin
- Worked with reference desk staff to clarify and communicate study and conference room procedures
- Worked with Sam to provide internal and public communication about the abrupt pause to the Adventure Pass program

### Upcoming Goals:

- Hold mid-year meetings with all full-time staff in my department
- Complete five part-time staff evaluations
- Work with Justin Armbruster to plan additional DIY or crafty programs for adults
- Cross train two part-time staff on the Reference Desk
- Develop a list of finalists for the Summer Library Intern with Erin Coughlin
- Compile noise form data
- Complete two hours of continuing education
- Listen to AKPL staff and the community in order to understand how I can best serve the library



# Public Services Report – December 2024

FY24	December 2024		Year to Date by Age Level		December 2023	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
<b>Early Learners (0-5)</b>	20	645	138	5990	20	585
<b>School Age (6-11)</b>	2	94	12	600	5	182
<b>Tween/Teen (12-18)</b>	17	189	44	476	11	71
<b>Adult (18+)</b>	27	257	112	1099	32	142
<b>General Interest</b>	3	1049	28	4509	8	1629
<b>Monthly Total</b>	<b>69</b>	<b>2234</b>			<b>76</b>	<b>2609</b>
<b>Year to Date of All Program Types</b>	<b>338</b>	<b>12849</b>			<b>490</b>	<b>12632</b>
<hr/>						
<b>Additional services</b>	<b>December 2024</b>		<b>FY25 Year to Date</b>		<b>December 2023</b>	
Technology Appointments	7		34		6	
Exam Proctoring	1		20		25	
Notary Appointments	58		306		39	
Patron Computer Usage	1178		7234		1203	
Reference Interactions	NA		4024		938	
Youth Scavenger Hunt	282		3599			
Storytime To-Go Kits	700		6700		1000	
Unique Wireless Usage	4960		21096		5611	
<hr/>						
<b>Room Usage</b>	<b>December 2024</b>		<b>FY25 Year to Date</b>		<b>December 2023</b>	
Children/Teen Program Rooms	31		129		29	
City Council Chambers	16		103		17	
Conference Rooms and Lounge B	513		2753		520	
Meeting Rooms (A, B, C, ABC, BC)	60		348		57	
Makerspace	65		195		44	
Off-Site /Virtual / Misc.	4		14		4	
<b>Total Usage</b>	<b>689</b>		<b>3542</b>		<b>671</b>	
<hr/>						
<b>Digital Resources (Included)</b>	<b>December 2024</b>		<b>FY25 Year to Date</b>		<b>December 2023</b>	
Ancestry Library Edition	162		901		331	
Brainfuse: HelpNow	27		618		48	
Brainfuse: JobNow / VetNow	34		84		61	
Consumer Reports	891		3819		549	
Heritage Quest	20		723		16	
Hoopla	920		5254		710	
Library Speakers Consortium	1157		6560		506	
Lote4Kids	3		80		6	
New York Times Online	627		2528		270	
Novelist K-8	0		0		--	
Novelist Plus	51		649		266	
Novelist Select	381		2807		313	
Reference Solutions	1		194		80	
ValueLine	1582		7720		1593	
<b>Total Usage (Included Only)</b>	<b>5856</b>		<b>31937</b>		<b>4749</b>	



# Public Services Report – December 2024

## Youth Services Report (by Brittany Burk and Kelly Munter)

### Summary

December programs went so well this month. We had a blast, especially in our Sing & Shakes, Babies & Books, and Story Times. There are so many fun elements with holiday-themed programs and activities. We always forget to take photos in our early-learner programs, but they are always fun.

Week 1 – 355

Week 2 – 417

Week 3 & 4: event break due to the holiday

**Total patrons at events this month: 772 (NOT including Dazzling in the District)**

**December Scavenger Hunt Participants: 282**

### **Taste-It Tuesday: Holiday Treats Edition**

This month we had 35 kids come try fun holiday-themed treats. Participants then rated the treats with stars. By far, the favorite was the gingerbread cookies that we purchased from Aldi. We had several families joke that they were headed straight to the store to buy some after our program.

#### **K-5 Taste-It Tuesday**

Rate each holiday treat by coloring in the stars!

ANKENY  
KENDALL  
PUBLIC  
LIBRARY



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### **Pokémon Club**

Our K-5 club has sort of turned into a multi-generational program! It's been fun to see kids, parents, and grandparents get in on the Pokémon action! We had 59 attend this month.

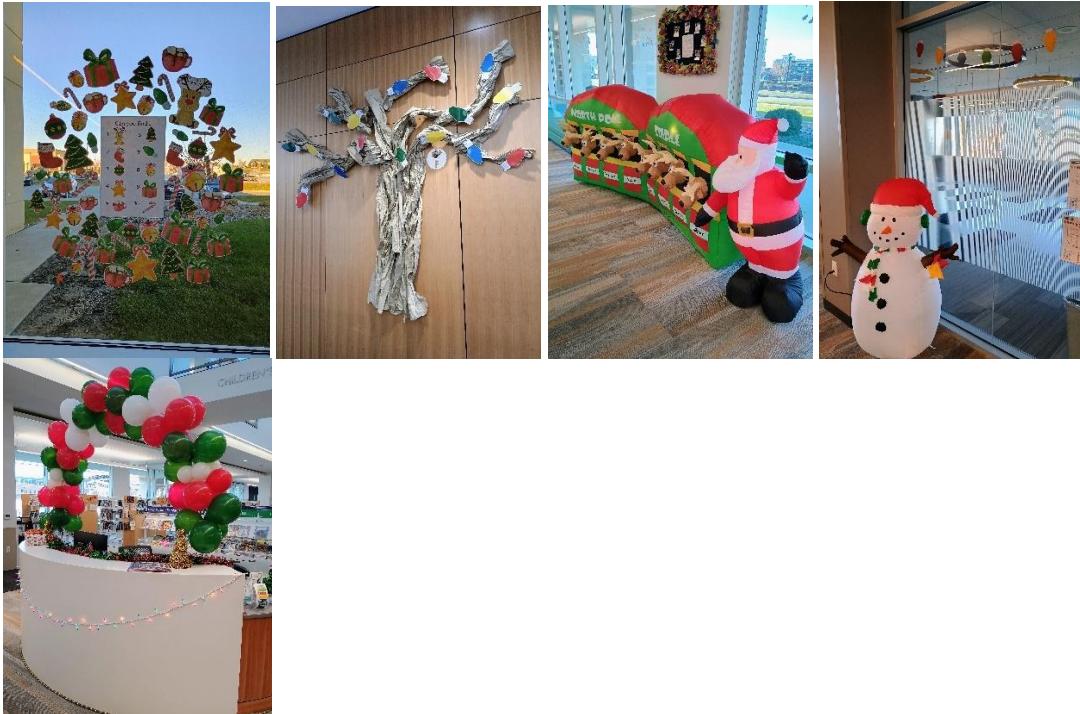




# Public Services Report – December 2024

## Educational & Festive Feels

We put up some passive, educational pieces throughout the library in addition to our monthly scavenger hunt. We also have a decorated Christmas tree in our program room. These items throughout the youth department bring up lots of talking points for families, and as we all know – talking is crucial for developing literacy skills.



## Goals

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

- Finalize the February calendar
- Finish formatting the January Story Stroll book and put it out early next month
- Complete scavenger hunts for February and March
- Look at winter programming needs and special events
- Continue Summer Library Program (SLP) prep including: booking entertainment for 2024, working with Molly on the community donation letter, booking events into draft form and on the Canva calendar template, revisit last year's notes and look at possible improvements, brainstorm Kickoff and Finale, park locations, etc., etc., etc.
- Possibly work with Friends on t-shirt fundraiser; present SLP wish list items and plans to Friends
- Work with Wees Tees for SLP staff t-shirts and other promotional prizes



# Public Services Report – December 2024

## Teen Services Report (by Brenna Barton)

### Summary:

**Week 1** - 48

**Week 2** - 62

**Week 3** - 24

**Week 4** - 0 (No events/Library Closed for Holiday)

**Week 5** - 55

**Total Patrons at events this month:** 189 (average of 11)

### Snack Attack: Cake Pops



We had 18 people attend Snack Attack: Cake Pops. Learning from November's event, I did plan the game Celebrity for the teens as we waited for their cake pops to freeze. I will say that they were not all excited about Celebrity, and so I think that going forward I will choose games that are more common like Headbands, Heads Up 7 Up, or Hangman. I also learned that this event was a little messy, so going forward with food-based events I want to make sure to have tablecloths – everything was able to be cleaned up, but I just think that tablecloths would make it easier.

### Mind-Body Connections Reunion

Shelly from EveryStep held a short reunion for the teens that had attended the Mind-Body Connections 8 week course on Tuesday, December 3, and 6 of the 12 teens who had signed up attended. She said that the teens who were there were interested in having additional mental health-focused events throughout the coming year. I did have to cancel an event which she had marketed to me as being very popular during December because of lack of interest. I also know she has said in the past that she wanted to limit her events to 12 teens, unless we had additional staff to support up to 16 teens.

### Books & Bagels (AHS)

Books and Bagels had 21 people show up, four staff and 17 students. I was glad that I had bought 2 dozen bagels since that was just about the perfect number. I also talked to the students and from their input we decided to move the next meeting to January 10 rather than January 3 since the 3<sup>rd</sup> was going to be their first day back from Winter Break.

### T(w)een Book Club

This book club had three tweens attend. I talked to the tweens about what books they would like to read for the Tween Book Club and they mentioned that they really liked fantasy and historical fiction. Since we already had purchased *Marcus Vega Doesn't Speak Spanish*, *Holes*, and *Miss Peregrine's Home for Peculiar Children* I chose to keep those three books as the next three books that we would read, but for April's book club meeting, I will choose a fantasy and/or historical fiction book.

### Pokémon Club



# Public Services Report – December 2024



Pokémon Club was very popular, with 18 people attending. I did learn that a few people thought it was going to be in Meeting Room A, so I think that next time I will emphasize the location.

## Strategy Game Night

This event only attracted two young adults. When I do a similar event next time, I will plan it for a Friday night rather than a Monday night, and focus more on tweens and teens. I had hoped that putting it right before Pokemon Club would encourage some of the teens to stay, but most of them were only planning on being there for an hour. I planned to take time during Get Lit to talk to some of the older teens/young adults to ask them what times worked best for their schedules and what type of events they would be interested in at the library.

## Hot Chocolate Tasting



This event had 12 teens come to it and was very fun! I ended up having more milk left over than I thought I would, however, I used the remaining hot cocoa and milk for the tie blanket event.

## Teen Advisory Group



This was the first TAG meeting, and two girls, Erika and Zoey, came to participate. They had some great ideas and feedback for teen events, and I hope to incorporate some of their ideas going forward! They also mentioned that starting at 7 pm instead of 6:30 pm would be easier for their schedules. I had invited the teens from the hot chocolate event to stay for TAG, but many of them hadn't realized these events were on the same night and had parents ready to pick them up so they could not stay.

## Get Lit

This book club had one participant show up for the event. We had five people sign up, but three cancelled the day of and one no show. I don't know exactly what happened but I know it had been



# Public Services Report – December 2024

snowy and cold so perhaps people did not want to drive out in the snow and cold.

## Fun Friday (Northview Middle School)

Fun Friday at Northview Middle School had 8 teens attend. I brought fruit snacks and talked to the students about their favorite books and what types of events interested them. I was also able to promote TAG and upcoming events like the holiday cookie decorating and escape room.

## Tie/Tassel Blankets



We had 19 people attend the Tie/Tassel Blanket making event! I was worried that there wouldn't be as many people because of the ice storm, but we still had a good turnout. I was able to buy all the tie and tassel blanket material on a BOGO sale at Joann's and reuse some of my leftover supplies from the hot cocoa event, so it was a really great deal for how many teens attended.

## T(w)een Graphic Novel Book Club

There were 2 brothers who attended. Much like the Get Lit book club, we had 5 people initially sign up but three dropped.

## Holiday Cookie Decorating



There were 16 kids who signed up, but only 8 were in attendance. I don't know what exactly happened to the other half, however, I know that it is getting close to winter break.

## Writing Club

There were 0 teens at the Teen Writing Club. I had been called earlier in the month by a teen about hosting a writing club for teens so I wanted to have one on our calendar, yet I was disappointed when they did not show up. I wonder if part of the attendance has to do with the proximity to winter break. I will try to host one more writing club in January and if there is no attendance then I will discontinue the program going forward.

## Books and Bagels (CHS)

There were 14 people overall - 12 teens and 2 staff. A teen from Centennial suggested that we have a



# Public Services Report – December 2024

hot chocolate bar open for teens in the teen room throughout the year. I don't know if we would be able to consistently have a hot cocoa bar open in the exact way the teen was thinking (specifically for the whipped cream and all of the toppings due to cost and refrigeration) but we could maybe look into having a Keurig available with a few drink options including hot cocoa. I also talked to Mr. Honz and he suggested that for next month I go during their lunch period so that more students can participate, so I plan to do that.

## Escape Room 2025



There were six escape room time slots at 45 minutes a piece. We had 42 people overall with 6 at 10 AM, 5 at 11 AM, 0 at noon, 9 at 2 PM, 14 at 3 PM, and 8 at 4 PM. The reason that the 3 PM slot was extra large was because that slot was full of a Robotics Team and their coaches.

## New Year, New Journal



There were 13 people who attended the journal craft and they all seemed to enjoy it. I was happy about the outcome especially as it was New Years Eve!

## Goals:

During December I was able to try out a bunch of new events and meet many teens!

1. Finalize the February Calendar
2. Continue prepping winter into spring events
3. Continue Summer Library Program (SLP) preparations including:
  - a. Price checking for items and events



## Public Services Report – December 2024

- b. Scheduling performers/placing holds on calendars
- c. Working on Canva to make marketing materials
- d. Confirm locations of events (offsite vs in the library)

I did not experience any frustrations this month, and look forward to the New Year!



# Public Services Report – December 2024

## Adult Services (by Justin Armbruster)

OverDrive Checkouts	13,848
Documents Notarized	28
Book a Librarian Appointments	7 (three scheduled, four walk-in)
Reference Transaction	22
Proctored Exams	1

In December, which can be light on program attendance, we still hosted some great programs for the community. The big one was the DesMoiNtrack N-Scale train exhibit that was coupled with the Mayor's Tree Lighting. Over a thousand people passed through our doors that day! Patrons of all ages seemed to enjoy the event and I think it works well having a program like that on the same evening of the tree lighting. I also reached out to Shelly Naughton who hosted a program for teens called Mind Body Connections about doing that program for adults. Further, I did research book club selections for our Afternoon and Mystery Book Clubs and purchased some for each group.

My goals for January include attempting to get our lone working 3D printer up and running again. I was approached by a father and son who have a similar 3D printer as the one we currently have, except none of us know how to use it. They asked if they could attempt to get it operational and also said they would write down instructions for us to use. I get asked about the 3D printer frequently, so it would be nice to provide one to the community. Additionally, I am researching presenters and programs for our Summer Library Program. I have had luck using the presenter Brian Hack, who does a variety of virtual programs and plan to reach out to him.

In terms of frustrations this month, I did not have any. I took PTO towards the end of the month and, while I was gone, the staff members made sure my programs still took place. I am thankful to have such great co-workers.

## Acquisitions/Cataloging Report – December 2024

December marks a slowdown in acquisitions both due to holiday closures and staff time off. This also marks the mid-point of the fiscal year. The slow down gives us a chance to catch up on expenditures and get caught up on various technical services projects, including larger scale weeding and shifting.

<b>Print Collections</b>	<b># Added</b>	<b>A/V Collections</b>	<b># Added</b>
Adult Biography	6	Adult Audio Books	31
Adult Fiction	227	Adult Blu-Rays	16
Adult Graphic Novels	6	Adult DVDs	31
Adult Non-Fiction	115	Adult Music CDs	4
		Adult Playaways	3
Picture books	42		
Board books	6	Juvenile Audio Books	0
Easy Non-fiction	0	Juvenile Blu-rays	2
Easy Readers	8	Juvenile DVDs	9
Vox Books	2	Juvenile Music CDs	0
		Juvenile Playaways	6
Juvenile Biography	1		
Juvenile Fiction	31	Young Adult Audio Books	0
Juvenile Graphic Novels	11	Young Adult Playaways	0
Juvenile Nonfiction	7		
		<b>Totals</b>	
YA Biography	0		102
YA Fiction	30		
YA Graphic Novels	15		
YA Nonfiction	0		
<b>Totals</b>	<b>507</b>		

### Twelve Month Comparative Totals

	<b>12/23</b>	<b>1/24</b>	<b>2/24</b>	<b>3/24</b>	<b>4/24</b>	<b>5/24</b>	<b>6/24</b>	<b>7/24</b>	<b>8/24</b>	<b>9/4</b>	<b>10/24</b>	<b>11/24</b>
<b>Print</b>	557	813	688	897	685	755	767	611	979	900	1013	759
<b>A/V</b>	109	96	101	99	92	106	78	154	140	98	119	85

**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~~ 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

**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:**      **CONFIDENTIALITY OF RECORDS**

**BACKGROUND:** The Council of the American Library Association strongly recommends that the Library Staff and Library Board of Trustees of each library in the United States:

1. Formally, adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users with specific materials to be confidential in nature.
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.
3. Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

**POLICY:** A. The Board seeks to protect, as far as possible, the privacy of patrons who use the library and recognizes the right of all patrons to request information without concern for their request(s) being made public.

B. All library registration, circulation, and reference resources used by patrons, whether electronic, on-line, or hard copy are to remain confidential and protected by library policy and state law (Iowa Code, Section 22.7).

**PROCEDURE:** A. Staff will under no circumstances respond to a third party's request regarding what a library patron is reading or requesting from the library.

B. Information concerning a patron's registration record (including whether or not a citizen has a card), circulation records, and the nature or particulars of reference questions asked will not be

made available to any citizen, agency, or state, federal, or local government authority.

C. Library staff will explain the library's confidentiality policy to anyone requesting to examine the records of an identified user.

D. Referral to the Library Director shall be initiated whenever a patron requires further assistance, is dissatisfied with the staff person's response, requires clarification of the policy, or for whatever reason wishes to pursue the inquiry further. If the Library Director is unavailable, the staff member shall refer the person to the Library Board President, or if the President is unavailable, to a Library Board member.

E. Receipt of a court order or subpoena for any library records shall immediately be turned over to the Library Director who will consult with the Board of Trustees and City Attorney to determine an appropriate response.

F. Library records shall not be available to any person, entity, state, federal, or local government except pursuant to legal process, with proper showing of good cause in a court of competent jurisdiction.

**EXCEPTIONS:**

A. Library patrons' (18 years and older) contact information (i.e. name, address, email) will be shared with the Friends of the Ankeny Library, an independent 501 (c) 3 nonprofit organization, unless they opt-out at time of library card application.

**B. The title of circulating items accruing late or lost fees may be shared with fiscally-responsible party (e.g. parent/guardian) for cardholders under the age of eighteen.**

**Adopted by Library Board of Trustees:**

6/19/2000

**Reviewed:**

6/6/06  
4/17/14  
5/20/21

**Revised:**

6/19/08  
8/16/18

**KIRKENDALL PUBLIC LIBRARY**  
**ANKENY, IOWA**

**The Mission of the Kirkendall Public Library**

To be a welcoming and inclusive community center of learning experiences and entertainment, interaction, and connection

**SUBJECT:** VOLUNTEERS

**BACKGROUND:** The Ankeny Kirkendall Public Library's volunteers are an important extension of the Library's staff. Volunteers perform a wide variety of tasks that are important to the Library. Volunteers may work on short-term projects or programs or give continuing service over an extended period of time.

**POLICY:** The Library will review applications of those who wish to contribute their time, energy and talents directly or on behalf of the Library and in an unpaid position.

The Library views the active participation of citizens as a valuable resource to the Library. The Library accepts and encourages the involvement of volunteers in the Library and within appropriate programs and activities. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to involvement and participation and the right to recognition of their work.

**PROCEDURE:**

- A. Volunteer work will be coordinated by the Volunteer Coordinator or by a designated staff member who will provide for recruitment, scheduling, evaluation, and appropriate recognition of all volunteers.
- B. Attempts will be made to assign volunteers meaningful work, which makes use of their talents, expertise, training and interests. Volunteers will be given orientation and a job description for the work assigned. Volunteers will not take the place of established staff positions.
- C. Persons volunteering for service at the Library will apply to the designated volunteer coordinator and fill out the volunteer form and a background check will be performed for volunteers 16 or older
- D. The volunteer shall work under the limited supervision of a paid library staff member.
- E. A work schedule may be established as an aid for the volunteer coordinator and the volunteer.
- F. Volunteers will observe regular work rules of the Library.
- G. All volunteers must be 12 years old or in 6<sup>th</sup> grade unless specially designated by the Volunteer Coordinator.
- H. Possible areas of volunteer activities include but are not limited to: shelving books, reading shelves, assisting with inventory, assisting with materials' repairs, assisting with collection arrangement, assisting with programs and projects, assisting with the Summer Reading Program, and assisting with special events.

Adopted by Library Board of Trustees 2002

Revised:

April 17, 2014

August 19, 2021