



**Ankeny Kirkendall Public Library**  
**BOARD OF TRUSTEES**  
**Thursday, February 20, 2025**  
**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. January 16, 2025
<b>IV. Consent Agenda</b> Samuel Mitchel, Director	A. Financials
<b>V. Policy/Procedure Review</b>	A. Formal Displays and Exhibits Policy
<b>VI. Director's Report – Sam Mitchel</b>	
<b>VII. Department Reports</b>	A. Circulation – Erin Coughlin B. Public Services – Molly Guerra <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>	
<b>IX. Friends of the Library (<i>Update</i>)</b>	
<b>X. Old Business</b>	
<b>XI. New Business</b>	A. Noise Levels B. Delinquent Accounts and Collections C. Legislation: HF 274
<b>XIII. Adjourn</b>	A. Next Meeting: March 20, 2025

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

**Thursday, January 16, 2024**

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

**Location: Library**

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

**Staff:** Sam Mitchel, Molly Guerra

Topic	Discussion
<b>Call to Order</b>	Meyer called the meeting to order.
<b>Approval of Minutes</b>	<p>Page 2 – Add Schuster to the Fy26 Budget Meeting</p> <p>Page 3 – New Business – edit to say that Schuster moved to close library on December 23 (not approved)</p> <p>Lucht moved to reopen minutes and make edits. Piepho seconded. Approved by all.</p>
<b>Public Comments</b>	NA
<b>Consent Agenda</b>	<p>Mitchel presented financials.</p> <ul style="list-style-type: none"> <li>• Run rate = 50% <ul style="list-style-type: none"> <li>○ Areas over 50%: <ul style="list-style-type: none"> <li>▪ Computer Services</li> <li>▪ Communications (hot spots)</li> <li>▪ General Insurance (rates have increased)</li> <li>▪ Meals and Food (due to holiday gathering)</li> <li>▪ Special Programs/Events</li> <li>▪ Library Books and Reference Materials</li> <li>▪ Online Subscriptions</li> <li>▪ Safety Equipment (AED)</li> </ul> </li> </ul> </li> <li>• Mitchel asked Admin Services and Finance department for the document providing information on what District Dues are used for.</li> <li>• Meyer asked how the hours change has gone over. Mitchel replied that the staff is responding positively. No negative feedback.</li> </ul>
<b>Policy/Procedure Review</b>	<p>Policies reviewed every 3 years. Up for review this month are:</p> <ul style="list-style-type: none"> <li>• Unattended Child: Minor grammatical updates were recommended. Schuster moved to approve changes. Medema seconded. Approved by all.</li> <li>• Confidentiality of Records: Minor addition was made under Exceptions. Added sub-item B: The title of circulating items accruing late or lost fees may be shared with fiscally-responsible party for cardholders under the age of eighteen. Stephenson moved to approve. Lucht seconded. Approved by all.</li> <li>• Volunteers: Procedure C needs updated from age 16 to 18. Medema motioned to approve changes. Lucht seconded. Approved by all.</li> </ul>
<b>Director's Report</b>	<p>Mitchel presented Director's report.</p> <ul style="list-style-type: none"> <li>• Evan Anderson celebrated 11 years in December.</li> <li>• Facility: received a new AED machine. Library was open late for the Dazzling in the District.</li> <li>• Mitchel attended the Polk County Metro-area Library Directors meeting.</li> <li>• Our Polaris Cloud project was cancelled due to lag concerns.</li> <li>• Staff is preparing for open hours change – updating brochures, signage, and online</li> </ul>

<b>Topic</b>	<b>Discussion</b>
	<p>posting.</p> <ul style="list-style-type: none"> <li>The Trustees attended a holiday gathering instead of the December board meeting.</li> </ul> <p>Mitchel introduced Erin Coughlin to the board.</p>
<b>Department Reports</b>	Schuster asked what we've used the 3-D printer for. Mitchel responded that we have demonstrated what a printer like that could do. We've never had the skillset or software for any more advanced projects.
<b>Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	
<b>Friends of the Library (update)</b>	Next Friends of the Library meeting is scheduled for Thursday, January 23.
<b>Old Business</b>	
<b>New Business</b>	Mitchel will be sending survey for community input. Stephenson offered to assist Mitchel as needed.
<b>Continuing Education</b>	
<b>Executive Session</b>	
<b>Adjournment</b>	<p>Lucht motioned to approved.</p> <p>Next meeting: February 20, 2025</p>

Respectfully submitted, Miranda Piepho, Secretary

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

		<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY25</b>	<b>As of</b>	<b>FY 2025</b>	<b>%</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>January 31, 2025</b>	<b>Balance</b>	<b>Expended</b>
							<b>Remaining</b>	
<b>Personal Services</b>								
Salaries and Wages	4101	627,972.10	677,830.34	720,126.47	763,210.00	419,277.86	343,932.14	54.94%
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	524,260.04	371,239.96	58.54%
Longevity	4109	2,557.59	2,807.58	3,269.10	4,288.00	2,461.44	1,826.56	57.40%
FICA	4116	100,504.98	108,192.25	113,975.82	127,648.00	71,290.27	56,357.73	55.85%
IPERS	4117	120,765.39	144,774.57	141,638.57	157,117.00	87,929.46	69,187.54	55.96%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	3,076.96	1,923.04	61.54%
Employee Insurance	4120	104,591.00	107,940.82	126,673.46	128,663.00	76,022.97	52,640.03	59.09%
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		<u>1,671,913.28</u>	<u>1,800,349.33</u>	<u>1,900,831.73</u>	<u>2,084,156.00</u>	<u>1,186,356.43</u>	<u>897,799.57</u>	<u>56.92%</u>
<b>Contractual Services</b>								
Legal and Recording Services	4212	0.00	495.00	765.00	500.00	165.00	335.00	33.00%
Financial Services	4214	2,693.41	2,531.33	2,336.87	3,000.00	1,475.69	1,524.31	49.19%
Computer Services	4215	78,070.91	57,108.29	45,727.15	78,800.00	54,809.13	23,990.87	69.55%
Waste Management Services	4224	1,004.92	715.54	1,131.46	1,300.00	845.28	454.72	65.02%
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	6,217.61	1,762.39	77.91%
Electric Charges	4247	58,142.88	59,856.64	65,217.69	76,000.00	40,776.18	35,223.82	53.65%
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	354.41	145.59	70.88%
Building Maintenance Services	4270	112,584.88	147,228.73	124,323.62	141,000.00	62,018.86	78,981.14	43.99%
Electronic Services	4273	3,734.45	4,953.15	5,932.64	6,000.00	3,106.96	2,893.04	51.78%
Special Program/Event Services	4292	9,246.50	8,564.80	10,053.10	11,000.00	1,837.99	9,162.01	16.71%
Postage and Shipping	4296	783.80	2,626.68	2,893.40	4,000.00	3,670.05	329.95	91.75%
Refunds	4297	4,871.42	7,231.25	1,975.00	6,000.00	0.00	6,000.00	0.00%
Total Contractual Services		<u>376,219.88</u>	<u>425,417.98</u>	<u>427,929.58</u>	<u>516,788.00</u>	<u>332,927.73</u>	<u>183,860.27</u>	<u>64.42%</u>
<b>Commodities</b>								
Office Supplies	4310	9,339.11	9,930.86	9,618.55	11,000.00	4,333.90	6,666.10	39.40%
Periodicals	4315	7,508.09	8,627.38	8,030.49	9,000.00	8,386.52	613.48	93.18%
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	7,682.55	5,317.45	59.10%
Circulation Materials	4344	19,777.92	10,078.76	12,600.05	23,000.00	4,909.55	18,090.45	21.35%
Library Books/Reference Materials	4345	148,751.34	148,990.58	153,333.18	154,000.00	97,346.04	56,653.96	63.21%
Multimedia Materials	4346	77,659.07	84,263.61	71,877.04	73,000.00	40,554.30	32,445.70	55.55%
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	8,984.54	15,015.46	37.44%
Total Commodities		<u>331,144.69</u>	<u>321,320.37</u>	<u>335,135.46</u>	<u>368,100.00</u>	<u>228,721.58</u>	<u>139,378.42</u>	<u>62.14%</u>
<b>Capital Outlay</b>								
Building Improvements	4420	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Outlay		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>Debt Service</b>								
Equipment Reserve Payments	4595	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>Total Expenditures</b>		<u><b>2,379,277.85</b></u>	<u><b>2,547,087.68</b></u>	<u><b>2,663,896.77</b></u>	<u><b>2,969,044.00</b></u>	<u><b>1,748,005.74</b></u>	<u><b>1,221,038.26</b></u>	<u><b>58.87%</b></u>
<b>FTEs</b>								
		<u>22.85</u>						

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

		<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>As of</b>	<b>FY 2025</b>	<b>%</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>January 31, 2025</b>	<b>Balance Remaining</b>	<b>Received</b>
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	49,430.35	10,569.65	82.38%
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	118,695.00	42,337.00	73.71%
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)	104.79%
Operating Grants	3517	16,430.18	16,856.61	16,875.07	16,875.00	17,037.73	(162.73)	100.96%
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	7,729.27	1,270.73	85.88%
Miscellaneous Service Charges	3699	1,335.51	1,129.05	1,205.18	1,500.00	704.59	795.41	46.97%
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	186.70	213.30	46.68%
Private Contributions	3831	0.00	0.00	564.31	0.00	1,425.00	(1,425.00)	
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	9,698.28	6,301.72	60.61%
Lost Materials	3868	4,758.18	3,779.14	4,320.97	4,000.00	2,215.77	1,784.23	55.39%
Legal Settlement/Damages	3869	2,567.08	2,287.08	2,231.93	2,000.00	1,339.24	660.76	66.96%
Overages/Shortages	3891	74.17	36.53	38.61	0.00	102.74	(102.74)	
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>218,368.71</b>	<b>61,648.29</b>	<b>77.98%</b>

## Director's Report January 2025

### I. Personnel

- Work Anniversaries:
  - Margo Hay, Library Associate, 25 years
  - Cassandra Frericks and Erik Kruse, Library Associates, 3 years
- Erin Coughlin, Circulation Manager, onboarded.
- 1/27: Library closed in order for staff to participate in the City employee appreciation lunch.

### II. Facility

- Monthly AED and fire extinguisher inspections
- City facilities superintendent and OPN architect inspected foundation, floor, and ceiling cracks. Meters to be installed to monitor expansion.

### III. Misc.

- Open hours changes began January 1<sup>st</sup>.
- 1/6: Library tour for Girl Scout Troop
- 1/17: Budget presentation to Mayor and City Council
- 1/23: Participated in Friends of the Library meeting
- 1/29: Strategic Plan – met with Whitney Riggs of DMACC Business Resources Center regarding facilitators.
- 1/30: Introductory meeting with new IT Dept. Director, Dave Kenny.
- Notary appointments: 5

### IV. Marketing/Communication

During the month of January, library staff has utilized the following avenues to market and communicate resources, services, and other information. Relationship building and fostering of opportunities is represented as well.

Resources	Services	Information	Relationship
<ul style="list-style-type: none"><li>• Technology Resources and services highlights via Facebook</li></ul>	<ul style="list-style-type: none"><li>• January programs, book discussions, author talks, via social media, eNewsletter, lobby digital display, and calendars.</li></ul>	<ul style="list-style-type: none"><li>• 2024 great reads and Erin Coughlin, Circulation Manager introduction via Ankeny Living</li></ul>	<ul style="list-style-type: none"><li>• 1/14, 24, 28: City departments meeting</li><li>• 1/16: Molly Guerra gave presentation on the library at the Ankeny Lions Club.</li></ul>

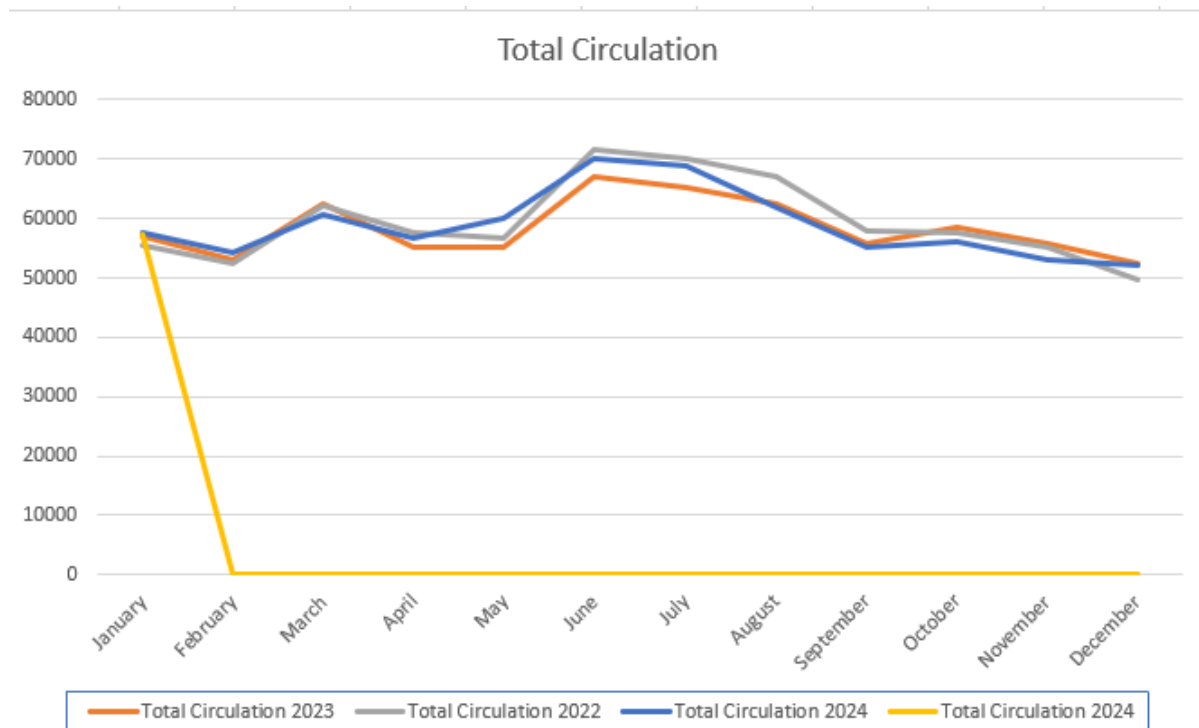
Sam Mitchel

**By: Erin Coughlin**

**Date: 2/1/2025**

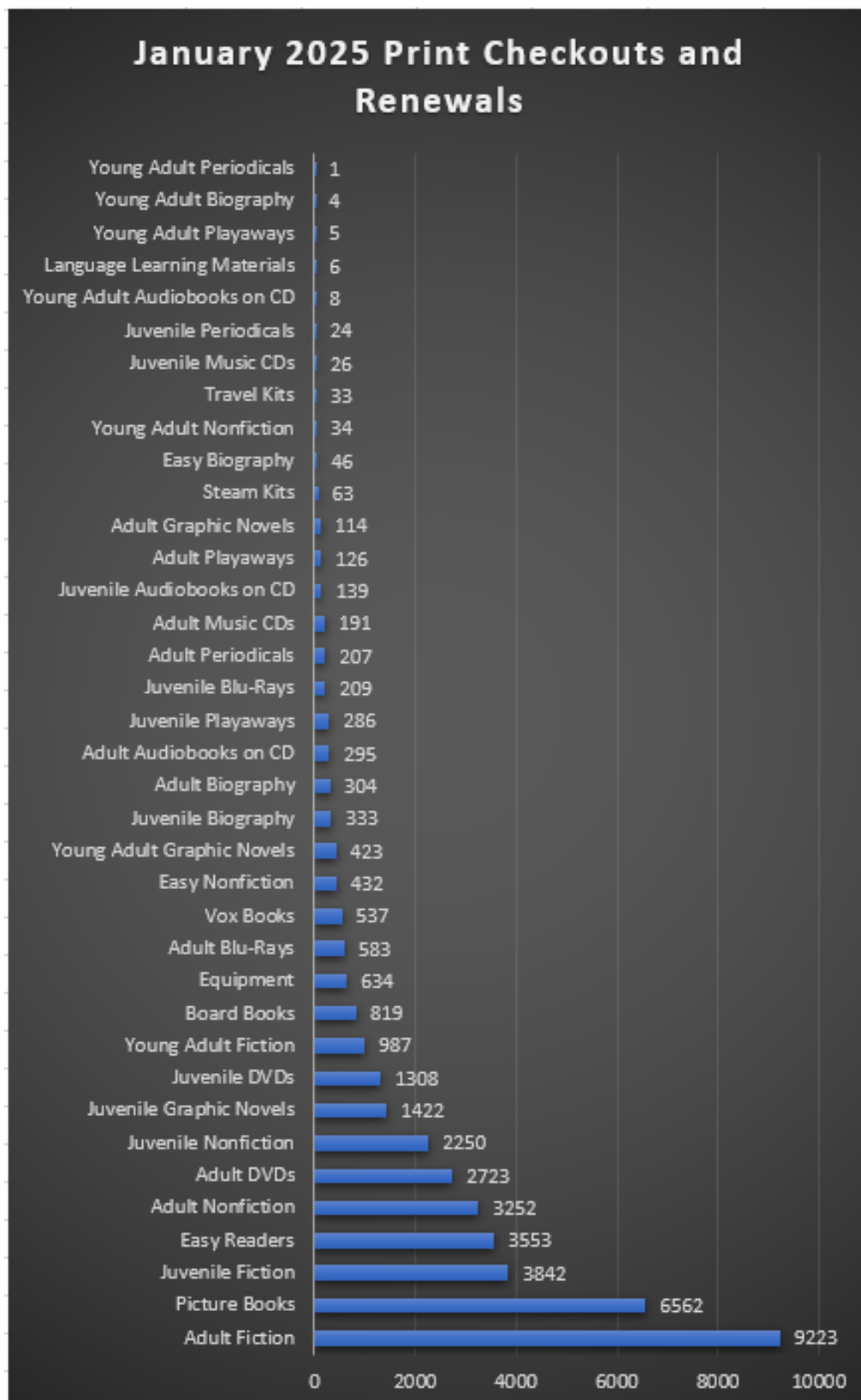
- Our busiest day was Monday, January 13<sup>th</sup> with 1,364 visitors.
  - We had several programs that day including: Babies & Books, a Giant Jenga Art Competition for Tweens and Teens, Social Cribbage, afternoon Sing & Shakes, Pokemon Club, and others.
  - There was no school on this day.
- We had 24 volunteers in the library for a total of 146 hours and 31 minutes this month. I also trained at least 6 new volunteers.
- The Adventure Pass is still on pause for now, but will hopefully be back up and running by summer.
- As I'm getting used to the different policies, procedures, and systems here in Ankeny, I look forward to setting goals for increased circulation and looking for ways to market the library's collection, resources, and space to achieve those goals.

	January 2025	January 2024	Difference	July 2024 - January 2025	July 2023 - January 2024	Difference
<b>Physical Checkouts &amp; Renewals (including Automatic)</b>						
<i>Books</i>	34388	35468	-3%	254899	262512	-3%
<i>Videos</i>	4823	7266	-34%	34974	44538	-21%
<i>Audio</i>	1076	1199	-10%	9479	9393	1%
<i>Magazines &amp; Other</i>	928	935	-1%	6246	6270	0%
<b>Total Print Transactions</b>	<b>41215</b>	<b>44868</b>	<b>-8%</b>	<b>305598</b>	<b>322713</b>	<b>-5%</b>
<b>Downloadable Transactions</b>						
<i>Ebooks</i>	5,998	5629	7%	38,147	36,351	5%
<i>Audiobooks</i>	8,217	5800	42%	50,179	39,510	27%
<i>Magazines</i>	1848	682	171%	10,354	4,119	151%
<i>Adventure Pass</i>	0	35	-100%	388	413	-6%
<b>Total Downloadable Transactions</b>	<b>16,063</b>	<b>12146</b>	<b>32%</b>	<b>99,068</b>	<b>80,393</b>	<b>23%</b>
<b>Total Circulation (Physical + Downloadable)</b>	<b>57,278</b>	<b>57014</b>	<b>0%</b>	<b>404,666</b>	<b>403,106</b>	<b>0%</b>
<b>Highlights</b>						
<i>Steam kits</i>	63	89	-29%	493	580	-15%
<i>WiFi Hotspots</i>	0	77	-100%	57	486	-88%
<b>Residency Checkouts (Print Transactions)</b>						
<i>City of Ankeny</i>	34937	39185	-11%	260398	281252	-7%
<i>Rural/Unincorporated Polk County</i>	3221	2794	15%	24671	20597	20%
<i>Open Access</i>	2846	2889	-1%	21370	20578	4%
<b>Total Residency Checkouts</b>	<b>41004</b>	<b>44868</b>	<b>-9%</b>	<b>306439</b>	<b>322427</b>	<b>-5%</b>
<b>Cardholders</b>						
<i>Basic Access</i>	317	307	3%	2122	2166	-2%
<i>Temporary</i>	7	10	-30%	65	98	-34%
<i>Organization</i>			#DIV/0!	0	1	-100%
<i>Online</i>	72	62	16%	358	310	15%
<b>Total New Cardholders</b>	<b>396</b>	<b>379</b>	<b>4%</b>	<b>2545</b>	<b>2575</b>	<b>-1%</b>
<b>Total Active Cardholders</b>	<b>28296</b>					
<b>Visitors</b>						
	24791	25461	-3%	218117	198204	10%





## Circulation By Collection





# Public Services Report – January 2025

## **Public Services Summary:** (by Molly Guerra)

### **Highlights:**

January was a busy month which included completing many part-time staff evaluations and holding mid-year meetings with full-time staff to review goals and job expectation. Sam, Erin and I spent a great deal of time working with the part-time schedule due to a retirement and preparing to hire a new associate.

All the of the above interactions reinforced my understanding that communication at all levels is critical for the library as an organization. I am always humbled and inspired to learn and grow when I check-in with staff. Their feedback and insights are invaluable to my work.

### **Accomplishments:**

- Did five annual evaluations for part-time staff with Sam
- Held mid-year meetings with all full-time staff in my department
- Finalized marketing and communication calendars for 2025
- Compiled noise form data
- Developed a list of five finalist for the Summer Library Intern
- Presented at the Lions Club

### **Upcoming Goals:**

- Finalize plans for Summer Reading Kickoff Party
- Cross train two part-time staff on the Reference Desk
- Complete five evaluations of part-time staff
- Complete two hours of continuing education
- Explore new technology for Makerspace
- Listen to AKPL staff and the community in order to understand how I can best serve the library



# Public Services Report – January 2025

FY24	January 2025		Year to Date by Age Level		January 2024	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
Early Learners (0-5)	36	1340	174	7330	31	902
School Age (6-11)	3	125	17	819	2	109
Tween/Teen (12-18)	16	126	60	602	10	69
Adult (18+)	31	375	143	1474	29	241
General Interest	2	90	32	4629	5	460
Monthly Total	88	2056			77	1781
Year to Date of All Program Types	430	15029			567	14413
Additional services	January 2025		FY25 Year to Date		January 2024	
Technology Appointments	10		44		4	
Exam Proctoring	1		21		3	
Notary Appointments	72		378		7	
Patron Computer Usage	1274		8508		1203	
Reference Interactions	0		4024		999	
Youth Scavenger Hunt	795		4394		na	
Storytime To-Go Kits	1000		7700		1000	
Unique Wireless Usage	5735		26831		5456	
Room Usage	January 2025		FY25 Year to Date		January 2024	
Children/Teen Program Rooms	48		177		37	
City Council Chambers	12		115		14	
Conference Rooms and Lounge B	614		3367		539	
Meeting Rooms (A, B, C, ABC, BC)	62		410		52	
Makerspace	37		232		29	
Off-Site /Virtual / Misc.	8		22		3	
Total Usage	781		4323		674	
Digital Resources (Included)	January 2025		FY25 Year to Date		January 2024	
Ancestry Library Edition	235		1136		367	
Brainfuse: HelpNow	223		841		24	
Brainfuse: JobNow / VetNow	11		95		7	
Consumer Reports	664		4483		846	
Heritage Quest	246		969		37	
Hoopla	1019		6273		826	
Library Speakers Consortium	1302		7862		432	
Lote4Kids	5		85		139	
New York Times Online	89		2617		197	
Novelist K-8	0		0		1	
Novelist Plus	266		915		196	
Novelist Select	560		3367		471	
Reference Solutions	182		376		10	
ValueLine	1630		9350		1577	
Digital Resources (Not Included)						
Niche Academy	30		146		30	
Total Usage (Included Only)	6432		38369		5130	



# Public Services Report – January 2025

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

### Summary

January weather hasn't had an impact on numbers at events. As you can see from the numbers below, we have been busy! We had over 500 more scavenger hunts than the month prior.

**Total patrons at events this month: 1,555**

**Scavenger Hunt Participants: 795**

### **Abby W. Practicum**

Previous summer intern and now part-time staff member, Abby, is working towards her Master's in Library Science from the University of Iowa. She is currently doing an un-paid practicum through the library, where she has been gaining insight and real-life experience on programming and collection development. After a month of observing and co-leading Sing & Shake, she led a program on her own



and did a fantastic job.

### **Story Stroll**

We strategically picked a somewhat warmer winter day to update the new Story Stroll. We chose a new, interactive picture book called, *Ploof*. As always, buttons are available to those who tell the librarians the secret code word, which is found on one of the pages of the Story Stroll in Georgetown Park. This encourages children to experience reading comprehension, visit the library, and roughly track how many are visiting the park each month.



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

This month kids tried to guess what flavor of Pringles they were tasting. We had Pizza, Honey Mustard, Philly Cheesesteak, Street Taco, Everything Bagel, and Ranch Pringles to try. The least favorite by far was Honey Mustard! We had 53 kids attend.



## **Goals**

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

- Finalize the March calendar and Spring Break activities and marketing
- Finish formatting the Spring Story Stroll book
- Complete scavenger hunts for March and April
- Practice and host a Violin Story Time with musician Allison Philson and continue this partnership
- Continue the very long list of Summer Library Program (SLP) prep
- Possibly work with Friends on t-shirt fundraiser
- Work with Wees Tees for SLP staff t-shirts and other promotional prizes



## Teen Services Report (by Brena Barton)

### Summary of Program Attendance:

Week 1 – 0

Week 2 - 46

Week 3 - 47

Week 4 - 16

Week 5 - 17

**Total Patrons at events this month:** 126 (average of 8)

### Tween Book Club

No one was at the Tween book club, but one person had registered. I had talked to this girl at the last Tween book club and she had said that she wanted to meet on January 2 so that she would have one last fun thing in Winter Break before school started. Unfortunately, she had gotten sick that day and wasn't able to be there.

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### Snack Attack – Mug Muffins



We had 14 teens attend for the mug muffins event. I think that having the teens decorate the mugs before making the muffins helped provide a fun craft along with the snack.

### Books & Bagels (AHS)

We had 15 people attend Books and Bagels at Ankeny High School. I did hear that there would have been more but there was a jazz band event so some of the regulars were at band. We also tried a larger room to accommodate the growing numbers and that really helped with making sure all people were included in the discussion.

### Fun Friday (Northview)

We had 17 people attend! The librarian there told me that every teen had chosen to sign up and that there were not any teens who had been randomly assigned to the library for that study hall period!

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### Giant Jenga Art Competition



We had 13 tweens attend and participate in making and decorating Giant Jenga. I posted the pictures to Facebook and encouraged people to vote on their favorites. The top 3 will receive prizes (\$25 to Panda Express, \$15 to Popeyes, and \$10 to Casey's). I plan to announce the winners at our next craft day on February 10. You can vote for the winners here:





## Public Services Report – January 2025

### Pokémon Club



We had 10 tweens attend Pokémon Club. A couple of younger kids showed up at 4 p.m. looking for the K-5 Pokémon club, so I directed them to Kelly and Brittany's event.

### TAG

We had 0 attendees. I know that it was around 7 degrees outside, so teens may not have wanted to leave their houses to come to an event.

### Writing Club

We had 0 attendees. Since we had already posted February's calendar we will still try for writing club then but unless there is a huge outpouring of people attending in February, I won't have it on calendars going forward.

### Flex Book Club/Hawk Book Time (Southview)

We had 7 people sign up for and attend Book Club. We decided that this book club would be called Hawk Book Time and that they would read a book a month, starting with *The Inheritance Games*.

### Mario Kart Tournament



We had 10 people sign up for the Mario Kart Tournament and 17 people attend overall. We had 10 main players along with a few siblings and parents who wanted to watch and a tween and his dad who showed up for a little bit and then left. I brought my own Mario Kart and Wii so that we could have two instances of Mario Kart at once so that the tweens did not have to wait. I think that next time if I do this I will not use popcorn as a snack, and will try to reserve B and C rather than A so that both instances of Mario Kart can be projected from the ceiling rather than have to mess around with additional wires.



## Public Services Report – January 2025

### Minecraft Club



We had 5 people at the first Minecraft Club! One boy suggested using “eaglercraft” which was a free Minecraft where they could all be on the same server and they all enjoyed using it.

### DIY Sugar Scrub



We had 6 attend the DIY Sugar Scrub event! I also had help from Melissa Dangel, the librarian at Northview.

### Late Night at the Library- Board Game Night



We had 2 people signed up for board game night, but 5 showed up! Abby Wirtz joined me for this event and we had a good time teaching the tweens some fun games like Bananagrams, Ticket to Ride, Stratego, and Uno.

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### Tween Graphic Novel Book Club

We had three people originally signed up but only one showed up. Abby Wirtz joined me for this event and we had a good discussion with the teen.





## **I Wish I Learned- Basic Sewing**



We had seven people attend and I had help from volunteer Jeannie Eide! Of the seven that showed up, three were young adults. Everyone who was there seemed to have a great time and were excited to learn!

## **Books & Bagels (ACS)**

We had nine people attend Books & Bagels. Last month Mr. Honz suggested having Books & Bagels over the lunch period. I told him that we could do that for January. He let me know the week of that he had been busy and the school was still marketing Books & Bagels as a morning event, not during lunch, and asked that week to keep Books & Bagels as a morning event for January. He was still interested in changing Books & Bagels to be over the lunch period for February to help increase numbers and include more students, so we planned for that. I also planned to check in with him a week before February's Books & Bagels to make sure that we were still planning to have Books & Bagels over lunch rather than in the morning. I also heard from a student, Jordyn that she wanted to start a second book club that would read a specific book as well, so I plan to follow up with her about that.

## **Goals:**

During January I was able to try out a bunch of new events and meet many teens! It was a little difficult getting tweens and teens at events when there was bad weather, but overall I thought that this was a great month.

1. Finalize the March Calendar
  - a. Continue working with Abby Wirtz to plan her two tween/teen events (stuffie camp counselors and Harry Potter Trivia) for her Practicum
2. Continue prepping winter into spring events
3. Continue Summer Library Program (SLP) preparations including:
  - a. Working on Canva to make marketing materials
  - b. Adding drafts of calendar events to the library market

I wouldn't call it a frustration, but I am working with Molly to get a Nintendo Switch or two for the teens as they are more familiar with the Switch than Wii.



## Public Services Report – January 2025

### Adult Services (by Justin Armbruster)

OverDrive Checkouts	16,063
Documents Notarized	31
Book a Librarian Appointments	8 (four scheduled, four walk-in)
Reference Transaction	25
Proctored Exams	1

In January, we hosted the first of a two-part virtual program about organizing one's home. We had 37 patrons register and a total of 28 attended. This is a tremendous turnout, especially since I tend to see only about 50% of virtual program registrants actually attend; this program saw over 75% of registrants attend. The feedback from the patrons was resoundingly positive. The presenters were also impressed with the level of participation from the attendees. We will host part two in mid-February. I plan on making a Facebook post to advertise the event. Further, we also hosted a seed swap, which is the first time we have done so since I have been at the library. The community member who was handing out the seeds was very pleased with the number of people who participated and, I think with more advertising, we could see more participants if we decided to host this program again.

My goals for February include taking a field trip the Des Moines Public Library to use their sublimation printer. It could be a useful piece of equipment for our makerspace, as it seems like a less complex version of our Cricut device. I have researched the costs associated with the sublimation printer, such as ink and paper and, if the device works as we expect it, we could easily and cheaply add this to our makerspace. It could take the place of our 3D printer, which we are not seeing any progress with in terms of getting it to function. Additionally, I want to plan our next puzzle competition program, as I have had a few patrons ask me in the last several weeks when we were hosting it again.

In terms of frustrations this month, I did not experience any. Things seem to be running smoothly the last few months.

## Acquisitions/Cataloging Report – January 2025

Acquisitions is in the middle of transitioning to using a new book vendor, Ingram Library Services, to augment and perhaps replace, Baker & Taylor. B&T is having issues obtaining pre-release stock from two of the biggest publishers, Hachette and Macmillan, which is leading to significant delays in major author releases at our library. Ingram does not offer quite as good a discount on commercial hardcover (43.5% vs 43%) but the timeliness issue is worth the modest price increases on big-name authors like James Patterson and Lisa Scottoline.

<b>Print Collections</b>	<b># Added</b>	<b>A/V Collections</b>	<b># Added</b>
Adult Biography	10	Adult Audio Books	1
Adult Fiction	366	Adult Blu-Rays	13
Adult Graphic Novels	4	Adult DVDs	30
Adult Non-Fiction	184	Adult Music CDs	7
		Adult Playaways	1
Picture books	57		
Board books	6	Juvenile Audio Books	0
Easy Non-fiction	0	Juvenile Blu-rays	0
Easy Readers	6	Juvenile DVDs	3
Vox Books	22	Juvenile Music CDs	0
		Juvenile Playaways	2
Juvenile Biography	5		
Juvenile Fiction	68	Young Adult Audio Books	1
Juvenile Graphic Novels	11	Young Adult Playaways	0
Juvenile Nonfiction	10		
		<b>Totals</b>	<b>58</b>
YA Biography	0		
YA Fiction	36		
YA Graphic Novels	14		
YA Nonfiction	1		
<b>Totals</b>	<b>800</b>		

### Twelve Month Comparative Totals

	<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>9/24</b>	<b>10/24</b>	<b>11/24</b>	<b>12/24</b>
<b>Print</b>	813	688	897	685	755	767	611	979	900	1013	759	507
<b>A/V</b>	96	101	99	92	106	78	154	140	98	119	85	102

**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:**                    **FORMAL DISPLAYS AND EXHIBITS**

**BACKGROUND:**    Formals displays and exhibits are seen by anyone who walks into the library, both children and adults. The materials contained in the exhibits must therefore meet what is generally known as “a standard that is acceptable to the community.”

**POLICY:**                    The Ankeny Kirkendall Public Library is a public building within the city of Ankeny. The use, by individuals or organizations, of the library’s facilities for displays and/or exhibits other than those which pertain to the library, is not a right but a privilege which is subject to review by the Ankeny Kirkendall Library Board of Trustees. The Director may grant the privilege of placing exhibits and displays in the library.

- PROCEDURE:**
- A. The Library’s own needs for display space takes precedence in every instance, otherwise requests will be considered on a “first come” basis.
  - B. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner’s risk. The library shall be held harmless for liability in the event of damage or loss of materials being displayed regardless of circumstances.
  - C. Nothing may be removed from a display or exhibit except by a librarian or authorized staff.
  - D. The library shall decide on all content and arrangement of all exhibits. Every item must meet the library’s standard of value and quality. The board reserves the right to reject any part of an exhibit or to change the manner of display.

E. Community organizations shall abide by any specific instructions or requests the library should make regarding the layout or content of the display.

G. The requesting organization is entirely responsible for the timely set-up and take-down of the display.

H. The Public Services Manager will be the primary contact for individuals or groups wishing to have displays in the library. These must be approved by the Director and time and space will determine what may be displayed.

**Adopted by Library Board of Trustees:**

**Approved:**

November 21, 2007

**Revised:**

January 2022

**Reviewed:**

April 2014

July 2018