



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, March 20, 2025
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. February 20, 2025
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Policy/Procedure Review	A. Conduct in the Library B. Circulation Policy C. Fines and Fees
VI. Director's Report – Sam Mitchel	
VII. Department Reports	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
VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
IX. Friends of the Library (<i>Update</i>)	
X. Old Business	
XI. New Business	
XIII. Adjourn	A. Next Meeting: April 17, 2025

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

Thursday, February 20, 2025

Regular meeting: 6 p.m.

Location: Library

Present: Miranda Piepho, Gene Lucht, Nancy Medema, Fred Schuster, Amber Sommerfelt

Staff: Sam Mitchel, Molly Guerra

Topic	Discussion
Call to Order	Schuster called the meeting to order.
Approval of Minutes	Medema motioned to approve January minutes. Lucht seconded. All in favor.
Public Comments	NA
Consent Agenda	<p>Mitchel presented financials.</p> <ul style="list-style-type: none"> Run rate = 58.3% <ul style="list-style-type: none"> Many line items are front-loaded, so it may appear that we're over budget. Should even out at the end of the year. There will be a budget amendment in the Communications line item due to the hot spots not being accounted for. Schuster asked if we were going to have any additions to the revenue line item. Mitchel said that this is typically the vending machines and that the check from those machines just needs to be collected by the city. Lucht asked about the facility rentals. Mitchel said the church that was renting space from us stopped in December.
Policy/Procedure Review	<p>Formal Displays and Exhibits Policy</p> <ul style="list-style-type: none"> Reviewing as we've reached the 3-year time limit. No changes.
Director's Report	<p>Mitchel presented Director's report.</p> <ul style="list-style-type: none"> Onboarded Erin Coughlin as the Circulation Manager Library closed on 1/27 so staff could participate in city employee appreciation lunch. Conducted monthly AED and fire extinguisher inspection. City facilities inspected foundation, floor, and ceiling cracks. Meters are going to be installed to monitor expansion of the cracks. Presented budget to Mayor and City Council. Participated in Friends of the Library meeting. Met with Whitney Riggs from the DMACC Business Resource Center to discuss facilitators for the strategic plan discussions. Participated in introductory meeting with the new IT department director. <p>Schuster asked why the Adventure Pass was still on pause. Mitchel responded that the company had gone out of business. He's looking into a new company. Perhaps will be back in place by March.</p> <p>Schuster asked why there were signs about not putting magazines away. Mitchel responded that we haven't kept good track in the past of how our periodicals are being used. This new rule is in an effort to figure out which periodicals are more popular and being used most.</p>
Department Reports	

Topic	Discussion
Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	
Friends of the Library (update)	<p>Medema attended the quarterly meeting.</p> <ul style="list-style-type: none"> • They discussed the success of the BINGO night last week. They made \$575 from that event. • Trivia night is coming up on March 8. • They did make the decision to keep their finances with the city.
Old Business	
New Business	<p>Noise Levels: Guerra presented</p> <ul style="list-style-type: none"> • Staff asked to fill out survey whenever they felt uncomfortable with level of noise in the library. • 22 responses to the survey between August 30 and November 21. • No responses after 5:00 p.m. or on weekends. • 1 response was due to a patron complaint. • Medema asked if the staff was ever too busy to fill out survey. Guerra responded that this was never brought up to her as being an issue. • 59% of noise complaints were in the children's area or during children's programming. • Noisier in the morning or during the middle of the week. • Lobby was noted in 36% of the survey responses. • Mitchel to propose wording for the Conduct policy – notifying that there may be times the library may be louder than normal. Mitchel will also create recommendations for staff – how to deal with extreme noisiness. <p>Delinquent Accounts and Collections: Mitchel presented</p> <ul style="list-style-type: none"> • We haven't sent out collection notices recently as the Board has been discussing how we want to handle delinquent accounts ongoing. • Mitchel reviewed our current notification process. • Mitchel asked trustees if we restart the collection process. <ul style="list-style-type: none"> ○ Medema recommended on the first notification we add a statement that if the item is not returned, there is the potential this will go to collections. • Medema motioned to restart collections on accounts over \$50. Piepho seconded. Approved by all. <p>Legislation: HF 274: Mitchel presented</p> <ul style="list-style-type: none"> • Library can't knowingly provide obscene materials. If a patron sees an item like this and brings it to the library's attention, issue must be taken to the board. • Board questioned who gets to define what is "obscene"? The legislation may be too vague. How does the library police the issue? • Medema encouraged the board to go to the website and enter a comment/complaint regarding this bill. <p>Medema brought two other bills to the board's attention: House File 284 and Senate File 238: Modifies provisions for public libraries eligible to receive state assistance.</p>
Continuing Education	

Topic	Discussion
Executive Session	
Adjournment	Sommerfelt motioned to approved. Next meeting: March 20, 2025

Respectfully submitted, Miranda Piepho, Secretary

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2025 Expenditure Report

		FY 2022	FY 2023	FY 2024	FY25	As of	FY 2025	%
		Actual	Actual	Actual	Budget	February 28, 2025	Balance	Expended
							Remaining	
Personal Services								
Salaries and Wages	4101	627,972.10	677,830.34	720,126.47	763,210.00	476,142.56	287,067.44	62.39%
Overtime Wages	4102	46.86	321.17	147.40	1,000.00	157.33	842.67	15.73%
Temporary Wages	4103	709,232.30	752,179.54	788,424.85	895,500.00	599,603.32	295,896.68	66.96%
Longevity	4109	2,557.59	2,807.58	3,269.10	4,288.00	2,769.12	1,518.88	64.58%
FICA	4116	100,504.98	108,192.25	113,975.82	127,648.00	80,758.15	46,889.85	63.27%
IPERS	4117	120,765.39	144,774.57	141,638.57	157,117.00	99,244.68	57,872.32	63.17%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	3,461.58	1,538.42	69.23%
Employee Insurance	4120	104,591.00	107,940.82	126,673.46	128,663.00	86,393.73	42,269.27	67.15%
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>1,350,466.47</u>	<u>733,689.53</u>	<u>64.80%</u>
Contractual Services								
Legal and Recording Services	4212	0.00	495.00	765.00	500.00	210.00	290.00	42.00%
Financial Services	4214	2,693.41	2,531.33	2,336.87	3,000.00	1,545.98	1,454.02	51.53%
Computer Services	4215	78,070.91	57,108.29	45,727.15	78,800.00	54,942.34	23,857.66	69.72%
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	2,587.20	3,412.80	43.12%
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	6,952.28	1,027.72	87.12%
Electric Charges	4247	58,142.88	59,856.64	65,217.69	76,000.00	46,086.27	29,913.73	60.64%
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	31,598.90	35,401.10	47.16%
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	70,668.20	70,331.80	50.12%
Electronic Services	4273	3,734.45	4,953.15	5,932.64	6,000.00	3,495.83	2,504.17	58.26%
Special Program/Event Services	4292	9,246.50	8,564.80	10,053.10	11,000.00	2,337.99	8,662.01	21.25%
Postage and Shipping	4296	783.80	2,626.68	2,893.40	4,000.00	3,970.05	29.95	99.25%
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>349,530.90</u>	<u>167,257.10</u>	<u>67.64%</u>
Commodities								
Office Supplies	4310	9,339.11	9,930.86	9,618.55	11,000.00	5,132.65	5,867.35	46.66%
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	8,285.35	4,714.65	63.73%
Circulation Materials	4344	19,777.92	10,078.76	12,600.05	23,000.00	5,329.76	17,670.24	23.17%
Library Books/Reference Materials	4345	148,751.34	148,990.58	153,333.18	154,000.00	108,602.74	45,397.26	70.52%
Multimedia Materials	4346	77,659.07	84,263.61	71,877.04	73,000.00	48,747.13	24,252.87	66.78%
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>249,992.87</u>	<u>118,107.13</u>	<u>67.91%</u>
Capital Outlay								
Building Improvements	4420	0.00	0.00	0.00	0.00	0.00	0.00	
Total Capital Outlay		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Debt Service								
Equipment Reserve Payments	4595	0.00	0.00	0.00	0.00	0.00	0.00	
Total Transfers		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Expenditures		<u>2,379,277.85</u>	<u>2,547,087.68</u>	<u>2,663,896.77</u>	<u>2,969,044.00</u>	<u>1,949,990.24</u>	<u>1,019,053.76</u>	<u>65.68%</u>
FTEs								
		<u>22.85</u>						

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2025 Revenue Report

		FY 2022	FY 2023	FY 2024	FY 2025	As of	FY 2025	%
		Actual	Actual	Actual	Budget	February 28, 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	53,163.90	6,836.10	88.61%
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	4.00	(4.00)	
Copy Charges	3691	8,890.05	10,147.84	11,992.39	9,000.00	8,701.23	298.77	96.68%
Miscellaneous Service Charges	3699	1,335.51	1,129.05	1,205.18	1,500.00	786.58	713.42	52.44%
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	198.70	201.30	49.68%
Private Contributions	3831	0.00	0.00	564.31	0.00	1,445.00	(1,445.00)	
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	10,970.79	5,029.21	68.57%
Lost Materials	3868	4,758.18	3,779.14	4,320.97	4,000.00	2,475.11	1,524.89	61.88%
Legal Settlement/Damages	3869	2,567.08	2,287.08	2,231.93	2,000.00	1,701.84	298.16	85.09%
Overages/Shortages	3891	74.17	36.53	38.61	0.00	76.72	(76.72)	
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	225,057.64	54,959.36	80.37%

Director's Report February 2025

I. Personnel

- Work Anniversaries:
 - Kelly Munter, Children's Librarian, 19 years
 - Denise Halls, Library Associate, 19 years
 - Heidi Warren, Library Associate, 5 years
- 2/14: All staff quarterly meeting – Proper Cleaning Techniques
- 2/21: Full-time monthly staff meeting.

II. Facility

- Monthly AED and fire extinguisher inspections
- Crack meters installed on the first floor to monitor expansion.

III. Misc.

- Open hours changes began January 1st.
- 2/4: Attended Iowa Library Association's Legislative Day.
- 2/17: Strategic Plan – discussed with prospective facilitator.
- 2/24: IUPLA online meeting regarding potential impacts of current legislative bills.
- 2/26: Marketing and website training with Communications Department
- Notary appointments: 17

IV. Marketing/Communication

During the month of February, 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">• Technology Resources and services highlights via Facebook	<ul style="list-style-type: none">• February programs, book discussions, author talks, via social media, eNewsletter, lobby digital display, and calendars.	<ul style="list-style-type: none">• Open Access and Inter-library loan information via Ankeny Living	<ul style="list-style-type: none">• 2/12, 25: City departments meeting• 2/15: Friends bingo event

Sam Mitchel

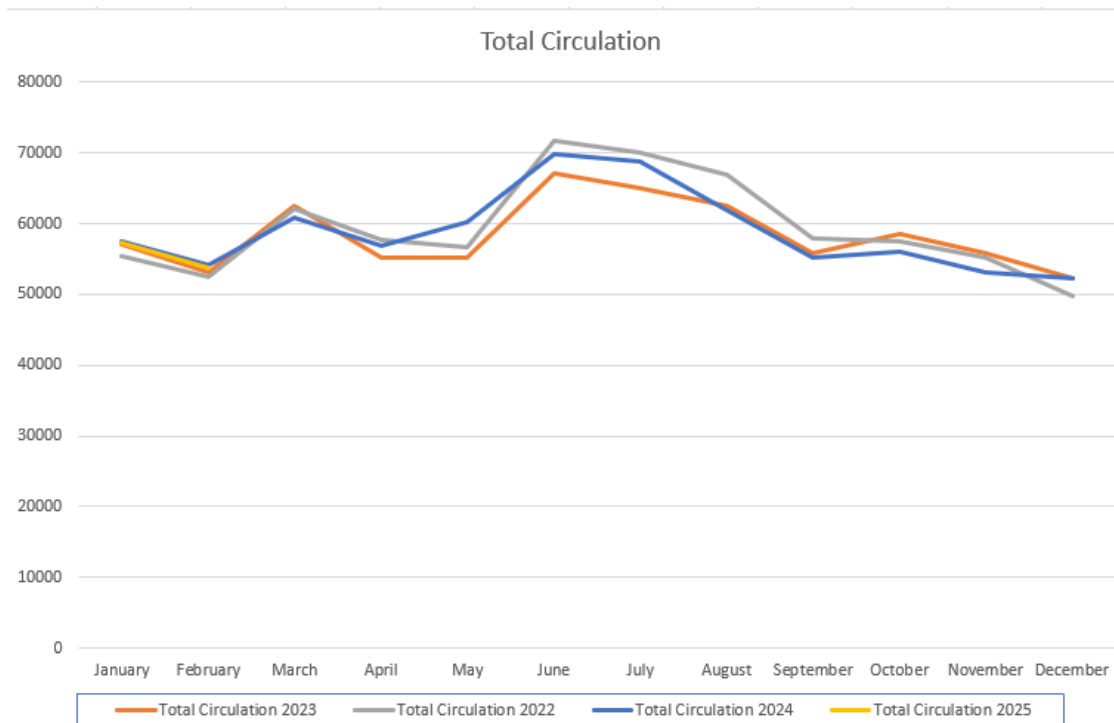
By: Erin Coughlin

Date: 3/1/2025

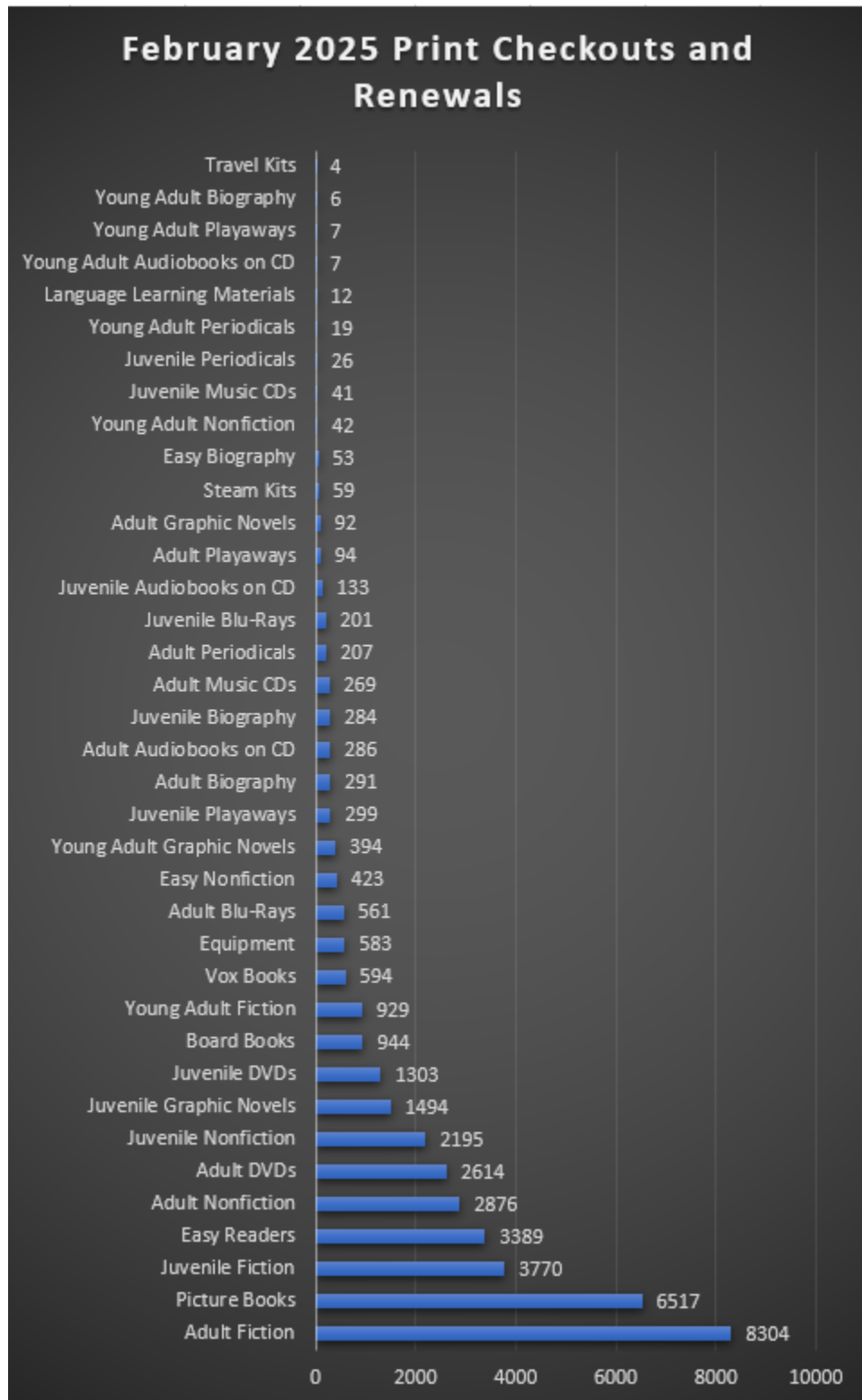
- Our busiest day was Monday, February 24th with 1,227 visitors.
 - We had 6 library programs that day.
- I did some outreach in February
 - Feb. 13 – Literacy Night at Rock Creek Elementary
 - Feb 27 – Visited two English Language Learning Classes at DMACC
 - March 1 – Visited East Elementary for their Books and Bagels Day of their book fair.
 - Between the three events, I connected with over 500 people about library services, resources, and programs and got 13 new accounts created for patrons.
- Sam and I met with Jeff Wood from our collections agency to discuss procedures for moving forward with that.
- I did some asynchronous continuing education
 - Learned about the Safe At Home Program from the state which protects domestic violence victims by giving them an alternative address to use to keep their actual address safe.
 - Learned about unique service some libraries are offering including being a passport application acceptance facility.
- Trained 10 volunteers in February.
 - I'm considering ways to improve the training of our volunteers who shelve to ensure stronger accuracy.

February Circulation Statistics

	February 2025	February 2024	Difference	July 2024 - February 2025	July 2023 - February 2024	Difference
Physical Checkouts & Renewals (including Automatic)						
<i>Books</i>	32796	33671	-3%	287695	296183	-3%
<i>Videos</i>	4679	6590	-29%	39653	51128	-22%
<i>Audio</i>	1136	1354	-16%	10615	10747	-1%
<i>Magazines & Other</i>	894	933	-4%	7141	7203	-1%
Total Print Transactions	39505	42548	-7%	345104	365261	-6%
Downloadable Transactions						
<i>Ebooks</i>	5,373	4872	10%	43,520	41,223	6%
<i>Audiobooks</i>	7,275	5244	39%	57,454	44,754	28%
<i>Magazines</i>	1657	442	275%	12,011	4,561	163%
<i>Adventure Pass</i>	0	33	-100%	388	446	-13%
Total Downloadable Transactions	14,305	10591	35%	113,373	90,984	25%
Total Circulation (Physical + Downloadable)	53,810	53139	1%	458,477	456,245	0%
Highlights						
<i>Steam kits</i>	59	104	-43%	552	684	-19%
<i>WiFi Hotspots</i>	0	77	-100%	57	563	-90%
Residency Checkouts (Print Transactions)						
<i>City of Ankeny</i>	32872	36792	-11%	293270	318044	-8%
<i>Rural/Unincorporated Polk County</i>	3419	2725	25%	28090	23322	20%
<i>Open Access</i>	3033	3031	0%	24403	23609	3%
Total Residency Checkouts	39324	42548	-8%	345763	364975	-5%
Cardholders						
<i>Basic Access</i>	255	276	-8%	2377	2442	-3%
<i>Temporary</i>	6	9	-33%	71	107	-34%
<i>Organization</i>		#DIV/0!		0	1	-100%
<i>Online</i>	64	43	49%	422	353	20%
Total New Cardholders	325	328	-1%	2870	2903	-1%
Total Active Cardholders	27896					
Visitors						
	23315	23797	-2%	241432	222001	9%



Circulation by Collection





Public Services Report – February 2025

Public Services Summary: (by Molly Guerra)

Highlights:

I met a wonderful group of hopeful future librarians while interviewing for the Summer Library Intern. I am very excited to welcome Aurora Michael-Caceres to the library this summer as our intern. We also had 90 applicants for our Part-Time Library Associate, so it was nice to see interest in working at the library. I enjoyed reviewing the applications.

This month I spent some time reviewing management texts, talking with Erin and Sam and developing a list of some specific communication skills and behaviors to begin encouraging and discussing among all staff to better create a collaborative environment and a culture of listening.

Accomplishments:

- Completed small group meetings with Erin Coughlin with all part-time staff to discuss scheduling
- Continued to work on getting caught up with part-time staff evaluations – one accomplished – four worked on
- Interviewed five applicants for the summer library intern and selected a candidate with Erin Coughlin
- Worked with IT, management and staff to implement Outlook 365 (cloud-based email) and Duo authentication for computer logins
- Presented at the Ankeny High School Career Fair
- Worked with librarians to finalize plans for Summer Library Kickoff Party
- Worked on Reference training with two staff
- Completed three hours of continuing education

Upcoming Goals:

- Meet with Communications and Circulation to discuss Summer Library Program marketing and logistics
- Continue to cross train two staff on the Reference Desk
- Complete four part-time evaluations and one full-time evaluation
- Complete two hours of continuing education
- Meet with IT to discuss a sublimation printer for the Makerspace
- Meet with IT to discuss swapping the Teen Space and the Makerspace
- Listen to AKPL staff and the community in order to understand how I can best serve the library



Public Services Report – February 2025

FY25	February 2025		Year to Date by Age Level		February 2024	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
Early Learners (0-5)	27	951	201	8281	32	1040
School Age (6-11)	3	362	20	1181	2	90
Tween/Teen (12-18)	17	186	77	788	12	108
Adult (18+)	34	427	177	1901	33	284
General Interest	2	60	34	4689	10	539
Monthly Total	83	1986			89	2061
Year to Date of All Program Types	513	17015			656	16474
Additional services	February 2025		FY25 Year to Date		February 2024	
Technology Appointments	8		52		5	
Exam Proctoring	3		24		7	
Notary Appointments	96		474		58	
Patron Computer Usage	1189		9697		1431	
Reference Interactions	NA		4024		953	
Youth Scavenger Hunt	618		5012			
Storytime To-Go Kits	1000		8700		1000	
Unique Wireless Usage	5488		32319		6670	
Room Usage	February 2025		FY25 Year to Date		February 2024	
Children/Teen Program Rooms	38		215		38	
City Council Chambers	12		127		20	
Conference Rooms and Lounge B	586		3953		664	
Meeting Rooms (A, B, C, ABC, BC)	68		478		75	
Makerspace	21		253		40	
Off-Site /Virtual / Misc.	9		31		5	
Total Usage	734		5057		842	
Digital Resources (Included)	February 2025		FY25 Year to Date		February 2024	
Ancestry Library Edition	61		1197		905	
Brainfuse: HelpNow	33		874		33	
Brainfuse: JobNow / VetNow	17		112		233	
Consumer Reports	1372		5855		1510	
Heritage Quest	82		1051		118	
Hoopla	1042		7315		769	
Library Speakers Consortium	1749		9611		583	
Lote4Kids	0		85		125	
New York Times Online	89		2706		313	
Novelist K-8	0		0		19	
Novelist Plus	355		1270		558	
Novelist Select	493		3860		754	
Reference Solutions	32		408		30	
ValueLine	1744		11094		1546	
Digital Resources (Not Included)						
Niche Academy	9		155			
Total Usage (Included Only)	7069		45438		7502	



Public Services Report – February 2025

Youth Services Report (by Brittany Burk and Kelly Munter)

Summary

February was fun in the youth department! We loved hosting a brand-new event, Violin Story Time. We had 92 attendees show up for books, rhymes, and songs, accompanied by the violin. We have already planned for Allison P. to join us again in April! In February we had a total of **1,123** patrons come to our **31** programs – this is wonderful when you account for low temperatures and winter weather. **618** kids completed our scavenger hunt this month. Also per usual, we handed out 1,000 story time to go kits in February.



K-5 Taste-It Tuesday

This month kids had fun trying different brands of popcorn! They colored in stars to rate the different kinds: movie theater, chocolate drizzle, kettle corn, Doritos cheddar, white cheddar, and cotton candy. By far, the favorite was the chocolate drizzle. Several kids and parents asked what we were tasting next month, to which we told them the items would all be green! 38 kids attended this event, but several parents joined in on the fun.



New Play Nook Stations

Back by popular demand: Starbooks! Youth desk staff let us know that several families have asked when we would bring the Starbooks station back. We also put out a bakery as well, so families can pretend to order coffee, ice cream, and other treats.





Public Services Report – February 2025

Goals

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

- Finalize the April calendar and marketing materials
- Post more content to our Facebook page and learn Civic Plus
- Finish formatting the next story stroll book
- Complete scavenger hunts for the remainder of spring and summer
- Practice our next Violin Story Time with musician Allison Philson and continue this partnership
- Continue the very long list of Summer Library Program (SLP) prep
- Work with Wees Tees and Raygun for SLP staff t-shirts and other promotional prizes



Public Services Report – February 2025

Teen Services Report (by Brena Barton)

Summary:

- **Week 1** – 23
- **Week 2** - 42
- **Week 3** - 26
- **Week 4** - 33

Total Patrons at events this month: 124 (average of 8)

Number of Technology/Patron Appointments: 3

Total Notary Appointments: 14

Teen Events Overview:

Snack Attack – Smoothies



There were 10 people at the smoothies event and I was helped by Melissa Dagel!

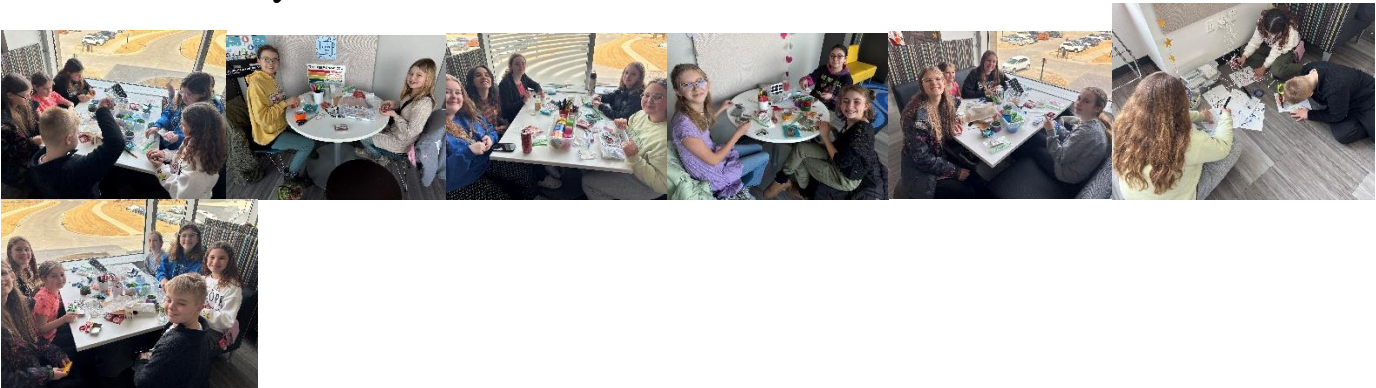
Teen Book Club

We read the book, *Holes*, and 3 tweens attended.

Books & Bagels (AHS)

We had 10 people attend. We usually have more but there was a jazz band practice today. I talked with Mrs. Wirtz about moving Books and Bagels to either flex time or lunch starting in the fall of 2025 since so many of the members are also in band.

Teen Craft – Recycled Altoids Wallet

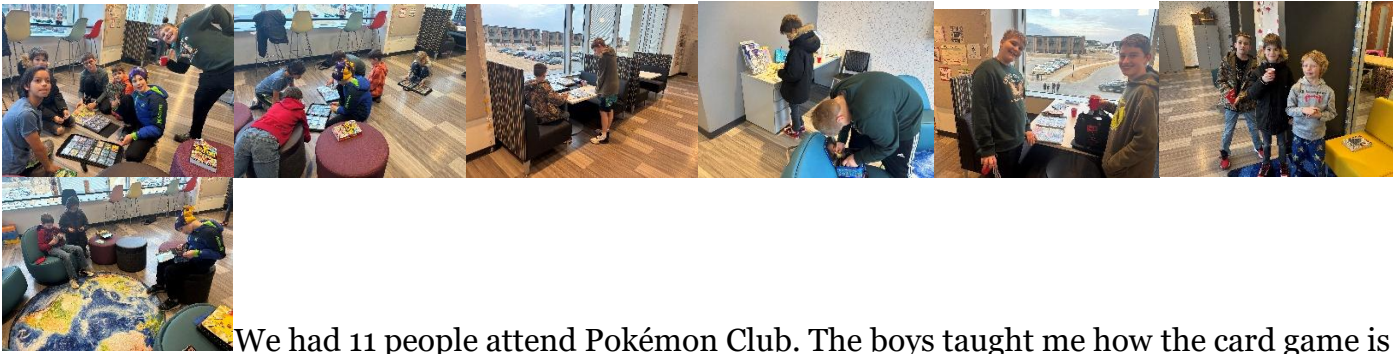


We had 15 people sign up for this craft, and 17 attended! I also used the 3D pens to add a STEM component that I think the tweens and teens enjoyed.



Public Services Report – February 2025

Pokémon Club



We had 11 people attend Pokémon Club. The boys taught me how the card game is played and I was surprised with how much math was involved!

TAG

When I was at AHS Books and Bagels, one of the teens told me she was interested in being a part of TAG. Some of the kids seemed really interested in TAG during the Altoids Wallet craft as well, which was part of the reason it was disappointing that 0 people showed up. I think that a lot of it had to do with the fact that schools had already been cancelled for the next day due to snow. During the last week of February, I was approached by a student from AHS who wanted to write about TAG and promote it in their school newspaper, *The Talon*, so I met with her and am hopeful that March's TAG will have more students.

Get Lit (Smokey Row – Ankeny)

We had two sign up for Get Lit online and one person showed up! She said that she would attend April's Get Lit as well. I also spoke with one of the librarians at DMACC, Emma, and we are currently discussing how we can collaborate to encourage more DMACC students and young adults to attend book clubs like Get Lit and other library events.

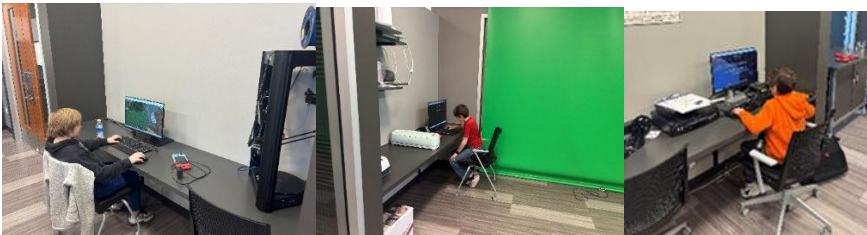
Fun Friday (Northview)

Fun Friday had 13 new students attend, since Melissa had chosen some new students to participate so that they could learn more about our library and our upcoming events! I brought the three small button makers and the students really enjoyed it.

Tween Graphic Novel Book Club

We had 3 people sign up and attend Graphic Novel Book Club!

Minecraft Club



We had 3 people sign up and attend. We had an extreme cold warning with schools having a late start, so I think that less people wanted to be out and about. I also talked to IT and we should have Minecraft fully downloaded on the makerspace computers by the next club meeting!



Public Services Report – February 2025

Hawk Book Time (Southview)

We had 8 students attend to read and discuss *Inheritance Games*. I provided a list of available book club books to the students and they chose *The False Prince* as their next book.

Be A Better Babysitter – Hands Only CPR and First Aid Class – with the American Heart Association



This was an extremely popular event, and we had 12 attendees out of the 17 who had signed up. Within the first few hours of having this published to the newsletter it was already filled to 17 people with 3 people on the waitlist. We ended up having a full waitlist, plus others asking to be added to the waitlist as soon as more spots opened up by the end of the day. Katrina Hamilton, an instructor from the American Heart Association, volunteered to teach this class free of charge for the library and the students.

I Wish I Learned: Cursive



We had 5 people at our I Wish I Learned: Cursive event! I was helped by volunteer Judy Dirks! Judy had some great insights as a former teacher who used to teach this material, so we were able to incorporate some of her old lessons into this event.

ACHS Book Club

Last month at Books and Bagels (ACHS), I was approached by two students, Jordyn and Bearice, about starting a more formal book club where they would read a book a month and discuss it. I brought cookies and we had our first meeting with 4 students. We met in Mrs. Eklund's classroom. The students also chose two books that they wanted to read, *Thursday Murder Club* and *House on the Cerulean Sea*, however, *House on the Cerulean Sea* was checked out, so we went with *Black Sun* instead.

Writing Club

We had 1 person show up to Writing Club! While I probably won't continue writing club into the spring, I do think that there could be potential for a NaNoWriMo event in November.



Books & Bagels (ACHS)

This was the first time having Books and Bagels (or more accurately Books and Cookies) for lunch. I stayed for all three lunch periods in the ACHS library and talked with 23 people! I was also able to promote the after-school ACHS book club and got a lot of sign ups for that as well! I know Mr. Honz doesn't want to give up on morning meetings, but I was really happy with this turn out for lunch.

Goals:

Although it is the shortest month, February was full of great opportunities to meet with tweens and teens. I also had the opportunity to talk to a few homeschool moms who said that their tweens and teens would be interested in a monthly book club similar to what is offered at AHS/ACHS and Northview/Southview. Since March has spring break right in the middle of it, and starting a school-year-based club in April, only for it to end a month later, I decided to wait until August to make an official Facebook/Instagram post asking parents of homeschoolers what dates/times would work best for a mid-day book club during the school year for their students. I also talked more with Molly and decided that starting during Spring Break, I would have the Teen Room open for teens to come and hang out, play games, and do some more passive programming from 3:30 – 5 pm Monday - Thursday. I thought, especially as we have talked more about the Makerspace and Teen Room switching, it would be great to soft-launch the idea of the Teen Room as an open hang-out space for after school before the switch officially happened.

1. Finalize the April Calendar
 - a. Continue working with Abby Wirtz to plan her two tween/teen events in March (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. Purchasing supplies



Public Services Report – February 2025

Adult Services (by Justin Armbruster)

OverDrive Checkouts	14,305
Documents Notarized	75
Book a Librarian Appointments	5 (two scheduled, three walk-in)
Reference Transaction	25
Proctored Exams	3

In February, I went to visit the makerspace at the Des Moines Public Library along with a few other staff members. While we did tour their makerspace and discuss related policies and procedures, we were primarily interested in their sublimation printer station. We have been curious about purchasing one for our makerspace, as it seems it might perform some of the same functions as our Cricut, but in a more user-friendly way. Unfortunately, their sublimation printer was out of ink and they could not override it. Therefore, we did not get to see a demonstration, but our tour guide explained all of the details of the device, what it does, how to use it, areas of concern, pricing and more. I do think it would be a great addition to our makerspace, as some (including myself) can find the Cricut to be cumbersome and complex to use. Further, after reviewing calendars, I was able to book another Puzzle-Palooza puzzle competition program for May. I have had a few patrons ask me in the last several weeks if we are hosting it again and it's one of my most requested events. I plan on making the time to finish the puzzle 1.5 hours instead of two, as in previous iterations, most teams finished well before the two hour mark.

My goals for March include attending a couple of webinars with one discussing the upcoming Summer Library Program and another entitled Librarians as Health Insurance Guides: Tools for Supporting Your Community. I am hoping these two discussions will be informative, especially as SLP is coming up soon. Additionally, I will be out of the office for about a week for a surgery. One of my other goals is to write instructions for any adult programs that will be taking place during my absence. My hope is that all the adult programs I would miss will continue seamlessly.

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

Acquisitions/Cataloging Report – February 2025

February saw the first full utilization of the new book vendor, Ingram Library Services. Ingram is primarily being used to acquire major releases from the two main publishers Baker & Taylor no longer has credit with (Macmillan and Hachette). However, selectors have also started doing serious comparison work on timeliness of deliveries, total cost savings and backlist availability. For the time being, we will be purchasing from both vendors, which while increasing workload, will ultimately delivery cost-savings for the library, and speed up getting materials in patrons' hands.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	8	Adult Audio Books	24
Adult Fiction	288	Adult Blu-Rays	24
Adult Graphic Novels	3	Adult DVDs	30
Adult Non-Fiction	86	Adult Music CDs	23
		Adult Playaways	7
Picture books	44		
Board books	4	Juvenile Audio Books	1
Easy Non-fiction	1	Juvenile Blu-rays	1
Easy Readers	19	Juvenile DVDs	1
Vox Books	4	Juvenile Music CDs	0
		Juvenile Playaways	4
Juvenile Biography	8		
Juvenile Fiction	59	Young Adult Audio Books	0
Juvenile Graphic Novels	28	Young Adult Playaways	1
Juvenile Nonfiction	15		
		Totals	116
YA Biography	0		
YA Fiction	15		
YA Graphic Novels	23		
YA Nonfiction	0		
Totals	605		

Twelve Month Comparative Totals

	2/24	3/24	4/24	5/24	6/24	7/24	8/24	9/24	10/24	11/24	12/24	1/25
Print	688	897	685	755	767	611	979	900	1013	759	507	800
A/V	101	99	92	106	78	154	140	98	119	85	102	58

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: **CONDUCT IN THE LIBRARY**

BACKGROUND: The Ankeny Kirkendall Library Board of Trustees is committed to providing a safe, respectful, comfortable environment conducive to the use of library materials, by either individuals or groups. Patrons have the right to use the library undisturbed and library employees have the right to work without undue interference. The library is intended for the use of all members of the public. Noise levels, however, may noticeably rise, particularly during library events.

POLICY: The Board of Trustees shall establish expectations regarding conduct in the library and provide guidelines for staff to follow should incidents of misconduct occur.

DEFINITIONS.

Misconduct:

1. Any behavior that interferes with the rights of individuals to use library materials, resources and services.
2. Any behavior that interferes with the ability of library staff to conduct library business.
3. Any behavior that threatens the secure and comfortable environment of the library or those using the library.

Prohibited Conduct:

1. Interfering with the library's right to maintain a clean, pleasant and safe facility.
2. Refusing to follow reasonable directives or instructions from a library staff member.
3. Willfully annoying, harassing or threatening another person.
4. Behaving in a disorderly, loud or boisterous manner.
5. Using any audio, personal communication or computing device in a manner that is disturbing to other patrons, including willfully exposing patrons and staff to offensive images

or language. Cell phone ringers should be set to silent or vibrate and device speakers muted or headphones used.

6. Interfering with another person's passage within the library or on library grounds.
7. Soliciting funds, panhandling, engaging in commercial activity, campaigning, leaflet, petitioning, and interviewing or surveying patrons or staff in a manner that is disruptive to library activities, unless approved by the Library Director.
8. Using illegal substances, tobacco or smoking in the library, including electronic cigarettes or vaping devices, consuming or possessing alcoholic beverages unless the Library Board of Trustees has approved of an event or function where alcoholic beverages will be provided. The consumption or possession of alcoholic beverages shall be limited to those in attendance at the approved library event or function, and shall be confined to a designated area within the library during the event or function.
9. Defacing or destroying library property, relocating or rearranging furniture beyond repositioning existing seating around tables, or sleeping: lying on the floor, monopolizing a couch, pushing multiple furnishings together.
10. Remaining in the library after regular closing hours, unless previously approved by library staff (e.g. room rental or program).
11. Interfering with patrons' use of the library or library staff's ability to do their work through poor bodily hygiene which is so offensive as to constitute a nuisance or through excessive use of perfume, cologne or alcohol.
12. Bringing animals into the library with the exception of emotional support or therapy animals, service animals, service-animals-in-training (as defined by Title II and Title III of The Americans with Disabilities Act and/or Iowa Code 216C.1A.) These animals are allowed as long as there is no unwanted contact with other patrons or staff. Also, as long as they are not disruptive due to poor behavior, unhealthy or there is a lack of cleanliness. Any cost incurred by the library to clean a mess or repair damage to property will be the responsibility of the handler.
13. Roller skating or skateboarding in the library or exterior (e.g. riding stairs, ramps, handrails, etc.)
14. Engaging in sexual activity of any kind, including inappropriate displays of romantic affection.
15. Leaving packages, backpacks or personal belongings unattended at the library or grounds. The library assumes no responsibility for belongings left unattended. Items left on the premises after closing may be placed in Lost & Found, stored in a staff area until picked up (limited to one month), forwarded to Ankeny Police Department, or disposed of.

16. Using bathrooms for unreasonable or unintended purposes such as bathing or laundering.
17. Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.

PROCEDURES:

1. In situations of a less severe nature, the patron will be informed of the concern for the demonstrated behavior, respectfully asked to discontinue it, and allowed to remain in the library to conduct their business.
2. Patrons who do not modify their behavior after one warning may be asked to leave the library for the remainder of the day.
3. In the case of more extreme or severe behavior, the patron may be asked to leave the facility immediately. If the individual is a minor, parents will be informed if present or contacted to come pick up the child.
4. If the parent, guardian, or supervising adult is unable to immediately pick the child up, the child will be allowed to stay until transportation can be arranged. Should the behavior in question continue while the child is awaiting the arrival of the parent, guardian, or supervisory caregiver, library staff may call the Ankeny police for assistance.
5. Whenever a situation or patron's behavior is considered significant enough to merit expulsion or police notification, it is desirable to have two staff members (one of which a supervisor preferably, if available) agree on the course of action to be taken.
6. The Director or designee may inform a patron that they can be barred from the Library for one year if the cited behavior continues.
7. Children seven (7) years of age and under unaccompanied by either a parent, guardian or supervisory caregiver is addressed in the library's Unattended Children's Policy.

CONSEQUENCES

- Patrons violating any of the above policies will have the matter called to their attention once.
- Should the behavior continue, they will be asked to leave the library facility and grounds.
- Should they refuse to leave, library staff will contact the Director or in the Director's absence: Public Services Manager or Circulation Manager. Director or designee may involve the Ankeny Police Department. The patron(s) will be escorted from the premises.

- A refusal to leave after being asked by staff will be grounds for suspension of library privileges. For minors, a suspension of privileges will be accompanied by an attempt—by phone, email, or mail—to notify a parent or guardian.

APPEAL PROCEDURE

Any patron whose library privileges are suspended for more than one day can appeal the suspension by:

1. Contacting the Library Director in writing (via email or letter). The Library Director or designee will consult with staff, review an incident report, related documentation and any written information provided by the patron. The patron may also schedule an appointment with the Library Director or designee to discuss the decision to suspend library privileges. After reviewing information and/or meeting with the patron, the suspension period may be terminated or shortened, or the suspension may remain in place. Library Director may also require the patron to sign a behavior agreement before library privileges are reinstated. The patron will be informed of the Library Administration's decision in the most expedient fashion—via telephone call, email, or mailed letter.
2. The patron may appeal the determination of the Library Director to the Library Board of Trustees via a written notice of appeal within 10 days after receipt of the Library Administration determination. The notice of appeal shall be filed with both the Library Director and the Library Board of Trustees President. The Library Board of Trustees will hold a hearing to discuss the suspension at their next regularly scheduled meeting. A parent or guardian must accompany a minor (under the age of 18) to the hearing.
3. The Library Board of Trustees will hear the appeal and will vote to uphold, modify or dismiss the suspension. Library Administration will notify the patron by letter of the decision of the Library Board of Trustees. The suspension will remain in effect until the Board's decision. The Library Board of Trustees' decision will be final.

Adopted by Library Board of Trustees:

03/02

Policy Approved/Revised:

6/06

6/08

3/10

3/14

2/17

11/19

9/15/22

10/19/23

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: CIRCULATION

BACKGROUND:

- A. A priority of the Ankeny Kirkendall Public Library Staff and Board of Trustees is to offer convenient access to all programs and resources. Consistent with this, the Ankeny Kirkendall Public Library offers several options for prospective patrons to gain library privileges.
- B. Ankeny Kirkendall Public Library is a participant in the State Library "Open Access" program.

POLICY:

A. Library Membership

a. Basic Access Account

- i. Any person living within the Ankeny city limits, unincorporated Polk County, or within an area that participates in the State of Iowa's Open Access program is eligible for a library card at no charge. Students at DMACC or Faith Baptist Bible College are also eligible. There are limitations to a few services based on residency.
- ii. Any adult (18+) applying for library privileges must present identification and proof of current address. Examples of such identification include driver's license, student ID, voter registration card, or mail addressed to the individual with a current postmark. A driver's license and/or state issued photo ID will be required for the library card application.
- iii. Any applicant 12-17 years of age may apply for a library card using their student ID, driver's license, or permit. They must list at least one parent's/guardian's contact information as the financially responsible party.
- iv. Any applicant under the age of twelve (12) must have their application signed by a parent or guardian, who must be present at the time the card is issued, in order to obtain a library card.
- v. Cards are issued for three (3) years; there is no fee for renewal. If a library patron loses their library card they will be charged a \$1.00 replacement fee.

b. Temporary Account

- i. Any person without an ID or permanent residence is eligible to obtain a temporary library card with limited access to resources. Applicants must have a valid email address or phone number to contact.

- ii. Temporary cardholders may check out up to three (3) items at a time, not including equipment ~~or WiFi hotspots~~. Cardholders will still have access to online and in-house resources.
- iii. Temporary library cards are issued for three (3) months; there is no fee for renewal. If a library patron loses their library card they will be charged a \$1.00 replacement fee. There is no fee to change from a temporary account to a Basic Access account.

c. Organization Account

- i. Businesses and organizations in Ankeny, Unincorporated Polk County, or in a city that participates in Iowa's Open Access program may apply for an organization account.
- ii. The creator of the account must be a financial representative of the named organization. Anyone who will be using the card must be named on the account.
- iii. Cards are issued for one (1) year; there is no fee for renewal. A \$1.00 replacement fee is charged in the event of a lost library card.
- iv. Items will check out for a four (4) week checkout period, not including ~~equipment or WiFi hotspots~~. Digital resources will follow standard residency and borrowing limits.

CIRCULATION PERIODS AND FEES:

Circulation periods vary depending on the item. All materials may be renewed in person, by telephone, or online provided no one else has previously placed the item on hold and the account has \$4.99 or less in fines.

1. **Books, audio books, periodicals, DVDs, Blu-Rays, and music CD's** check out for three (3) weeks and can be renewed up to two (2) times.
2. ~~WiFi Hotspots, d~~**Digital projectors, projector screen, and the slide projector** check out for seven (7) days and cannot be renewed. Patrons must be over 18 to check out.
3. **STEAM Kits** check out for 14 days and cannot be renewed. One (1) kit per card may be checked out.
4. **Interlibrary Loan (ILL)** materials check out for the period allowed by the lending library.

Patrons will be assessed the cost of replacement plus a \$3 processing fee on all library materials that are either lost or damaged beyond repair. Items not returned within the prescribed time frame will be assessed a fine according to the following schedule:

<u>Material</u>	<u>Fine Amount</u>
Books, audiobooks, music CD's, DVDs, Blu-Rays	0.20 per day; cap of \$5.00 per item
WiFi Hotspots, d Digital projectors, projector screen, slide projector, STEAM Kits	\$3.00 per day; cap of \$15.00 per item

ADDITIONAL INFORMATION:

Patrons may check out up to 100 items at one time.

Expired Accounts

- Expired registration records are removed at least every three years in order to satisfy State Library of Iowa accreditation standards.
- Accounts that are expired at least 7 years with charge balances will be deleted.

**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: FINES AND FEES

BACKGROUND: The Library charges fines to encourage compliance with rules for the return of materials that promote fair and equal access to limited resources.

POLICY: The Library Board of Trustees has established procedures for handling materials that are overdue, lost, or damaged. These procedures also establish methods of retrieval for overdue materials, interlibrary loan materials and equipment.

The Library does not generally charge for the use or loan of materials it owns or for the use of library services. The Library Board of Trustees has, however, established exceptions to the policy for the following: use of meeting rooms; copying; replacement of a lost patron card; printing; equipment use; lost or damaged materials. The Board may establish other charges as it determines to be necessary.

PROCEDURE: A. Overdue Materials:

1. A fine of \$0.20 cents per day per item for books, audiobooks, music CDs, DVDs, and Blu-Rays will be charged each day the materials are overdue up to a maximum of \$5 per item.
2. A fine of \$3 per day for ~~WiFi Hotspots~~, digital projectors, projector screen, slide projector, and STEAM Kits will be charged each day that it is overdue up to a maximum of \$15. Borrower is responsible for all applicable replacement costs and processing fees, ~~up to \$100.00 for the hotspot~~ and/or accessories if lost, stolen or damaged while checked out.
3. Notices will be sent to patrons to remind them of overdue materials. An initial notice will go out 3 days after the material(s) are due. A second notice will be sent when the materials are 2 weeks overdue. A third notice will be sent out at 4 weeks. A final lost notice will be sent out at 6 weeks. The accrual of fines will be stopped at this time and the patron will be charged the cost to replace the items.
4. Fines are stopped on the date the overdue item is returned.

Adopted by Library Board of Trustees: April 2002
Revised: February 2005; April 2008; July 2008; August 2012; March 21, 2013; April 17, 2014; November 20, 2014; November 15, 2018; January 21, 2021; October 21, 2021; March 16, 2023

B. Concealment of Materials:

The law of the State of Iowa provides that the fact that a person fails to return library materials for 2 months after the date the person agreed to return the materials is evidence of intent to deprive the library of its property, provided a reasonable attempt has been made to reclaim the materials. **Under these circumstances the Library may elect to send delinquent accounts with fines at least \$50 to collections.**

C. Overdue Interlibrary Loan Books:

Interlibrary Loan (ILL) materials check out for the period allowed by the lending library. The Library staff shall attempt to notify the patron by telephone or email 3-6 days after an ILL book is due. Any late fees assessed by the lending library will be charged to the patron. Charges for lost or damaged ILL materials will be determined by the lending library and charged to the patron.

D. Overdue Periodicals:

There will be a \$5 charge for each lost periodical.

E. Lost or Damaged Library Cards:

There will be a \$1 charge for replacing a valid library card that has been lost or damaged.

F. Damaged Equipment:

The cost to repair or replace damaged equipment will be charged to the patron. In the event the equipment is lost, replacement costs will be charged to the patron.

G. Lost Items:

No refunds will be issued if a patron finds the lost item after paying for it.

If the items returned have not been paid for or the library has deleted the items from its collection, the patron is responsible for any late fees accrued and the \$3 processing fee for deleted items.

H. Damaged Items:

If a patron pays to replace a damaged item they will be charged the cost of the item plus a \$3 processing fee.

CHARGES

Exceptions In-House/Other Services:

Replacement of patron's card	\$1
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Printing and copying:

Patrons printing wirelessly or from a computer will receive \$0.50 free per day

Black and white pages	\$0.10
per side	
Color pages	\$0.25 per side
Fax:	
Per transaction	\$1

Hatch (Makerspace):

3D Printing per 15 minutes	\$0.25
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Misc. (e.g. DVDs, thumb drives, earbuds, etc.):	\$2.00
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Meeting Rooms:

Prices charged per meeting room policy for repairs and/or cleanup costs.