



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, April 17, 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. March 20, 2025
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Policy/Procedure Review	A. Fines and Fees – aligning certain fees citywide
VI. Director’s Report – Sam Mitchel	
VII. Department Reports	A. Circulation – Erin Coughlin B. Public Services – Molly Guerra <ol style="list-style-type: none"> 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.)	A. Strategic Plan
IX. Friends of the Library (<i>Update</i>)	
X. Old Business	
XI. New Business	A. Makerspace & Teen Room
XIII. Adjourn	A. Next Meeting: May 15, 2025

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

Thursday, March 20, 2025

Regular meeting: 6 p.m.

Location: Library

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

Staff: Sam Mitchel, Director; Erin Coughlin, Circulation Mgr.

Topic	Discussion
Call to Order	Meyer called the meeting to order.
Approval of Minutes	Medema motioned to approve, seconded by Schuster. Approved by all.
Public Comments	NA
Consent Agenda	<p>Mitchel presented financials.</p> <ul style="list-style-type: none"> • Run rate = 66.7% <ul style="list-style-type: none"> ○ Communications line (4244) did not include final six months of hotspot charges. Should be included in budget amendment. ○ Medema asked in regards to prospective termination of Institute of Museum and Library Services (IMLS) funds might have on library. Shuster questioned if any of the funds from State Library is from federal funding. Mitchel responded that there could be as the library benefits from funds/services that are funneled through the State Library (e.g. courier service and professional development).
Policy/Procedure Review	<ul style="list-style-type: none"> • Conduct in the Library <ul style="list-style-type: none"> ○ Stephenson motioned the statement regarding noise levels being at higher levels during library events be approved, Medema seconded. Passed unanimously. • Circulation <ul style="list-style-type: none"> ○ Removed sentence under Basic Access Accounts: “Students at DMACC or Faith Baptist College are also eligible.” This is redundant since students attending these institutions, if residing within city limits, are already addressed. ○ Temporary Account: there was discussion regarding if temporary cards can be renewed. Mitchel explained that the intent of these is to give access to individuals such as visiting relatives or interns for extended periods. Board asked staff to monitor many times such accounts are renewed and report at a later date. ○ All references to WiFi hotspots were removed as they are no longer provided. ○ Lucht motioned to accept all revisions, Medema seconded, passed unanimously. • Fines and Fees <ul style="list-style-type: none"> ○ All references to WiFi hotspots were removed as they are no longer provided. ○ Delinquent accounts <ul style="list-style-type: none"> ▪ Discussion of which delinquent accounts are to be sent to collections. Lost items vs. late fees: Mitchel pointed out that the statement regarding delinquent accounts going to collections is listed under the concealment of materials section. There was

Topic	Discussion
	discussion if all accounts regardless of charge (late or non-returned) should be sent to collections. Stephens, Lucht, and Medema stated they were not comfortable sending late fee accounts to collections. Youth accounts: Coughlin informed trustees that collection agency contact advised not to send accounts unless we have parents' signatures (12-17 per policy do not require signature, only listing of parent contact). Stephenson made a motion to send only adult accounts with lost charges be sent to collections, Sommerfeld seconded. Passed with one dissenting vote.
Director's Report	Mitchel presented Director's report.
Department Reports	<ul style="list-style-type: none"> • Circulation Manager Coughlin presented the circulation report. <ul style="list-style-type: none"> ○ Schuster inquired about the duties of the library intern. Mitchel and Coughlin discussed how the intern will primarily help with Summer Library Program, but also have opportunities to learn skills in each department. • Adult Services Report <ul style="list-style-type: none"> ○ Schuster inquired about a health webinar that Armbruster attended. Medema advised that all trustees can access similar webinars from the State Library continuing education portal.
Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	<ul style="list-style-type: none"> • Strategic Plan Committee <ul style="list-style-type: none"> ○ Stephenson and Mitchel have been interviewing strategic planning facilitators.
Friends of the Library (update)	Medema reported that the Friends had well-attended Bingo and Trivia events.
Old Business	
New Business	
Continuing Education	
Adjournment	Stephenson motioned to adjourn. Lucht seconded. Meeting adjourned 7:20PM Next meeting: April 17, 2025

Respectfully submitted, Sam Mitchel, Library Director

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	March 31, 2025	Balance	Expended
							Remaining	
Personal Services								
Salaries and Wages	4101	627,972.10	677,830.34	720,126.47	763,210.00	533,109.74	230,100.26	69.85%
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	659,594.61	235,905.39	73.66%
Longevity	4109	2,557.59	2,807.58	3,269.10	4,288.00	3,076.80	1,211.20	71.75%
FICA	4116	100,504.98	108,192.25	113,975.82	127,648.00	89,586.55	38,061.45	70.18%
IPERS	4117	120,765.39	144,774.57	141,638.57	157,117.00	110,314.58	46,802.42	70.21%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	3,846.20	1,153.80	76.92%
Employee Insurance	4120	104,591.00	107,940.82	126,673.46	128,663.00	96,764.49	31,898.51	75.21%
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>1,498,386.30</u>	<u>585,769.70</u>	<u>71.89%</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	1,564.12	1,435.88	52.14%
Computer Services	4215	78,070.91	57,108.29	45,727.15	78,800.00	55,117.20	23,682.80	69.95%
Waste Management Services	4224	1,004.92	715.54	1,131.46	1,300.00	1,056.60	243.40	81.28%
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	8,214.47	(234.47)	102.94%
Electric Charges	4247	58,142.88	59,856.64	65,217.69	76,000.00	50,663.01	25,336.99	66.66%
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	46,150.62	20,849.38	68.88%
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	88,969.40	52,030.60	63.10%
Electronic Services	4273	3,734.45	4,953.15	5,932.64	6,000.00	4,013.89	1,986.11	66.90%
Special Program/Event Services	4292	9,246.50	8,564.80	10,053.10	11,000.00	4,897.99	6,102.01	44.53%
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>391,705.13</u>	<u>125,082.87</u>	<u>75.80%</u>
Commodities								
Office Supplies	4310	9,339.11	9,930.86	9,618.55	11,000.00	5,623.63	5,376.37	51.12%
Periodicals	4315	7,508.09	8,627.38	8,030.49	9,000.00	8,560.52	439.48	95.12%
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	9,314.41	3,685.59	71.65%
Circulation Materials	4344	19,777.92	10,078.76	12,600.05	23,000.00	5,623.86	17,376.14	24.45%
Library Books/Reference Materials	4345	148,751.34	148,990.58	153,333.18	154,000.00	117,228.79	36,771.21	76.12%
Multimedia Materials	4346	77,659.07	84,263.61	71,877.04	73,000.00	54,981.93	18,018.07	75.32%
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	9,747.55	14,252.45	40.61%
Total Commodities		<u>331,144.69</u>	<u>321,320.37</u>	<u>335,135.46</u>	<u>368,100.00</u>	<u>267,604.87</u>	<u>100,495.13</u>	<u>72.70%</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>2,157,696.30</u>	<u>811,347.70</u>	<u>72.67%</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	March 31, 2025	Balance	Received
							Remaining	
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	55,172.13	4,827.87	91.95%
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	9,652.62	(652.62)	107.25%
Miscellaneous Service Charges	3699	1,335.51	1,129.05	1,205.18	1,500.00	872.58	627.42	58.17%
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	226.20	173.80	56.55%
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	12,921.07	3,078.93	80.76%
Lost Materials	3868	4,758.18	3,779.14	4,320.97	4,000.00	2,924.31	1,075.69	73.11%
Legal Settlement/Damages	3869	2,567.08	2,287.08	2,231.93	2,000.00	1,942.45	57.55	97.12%
Overages/Shortages	3891	74.17	36.53	38.61	0.00	93.57	(93.57)	
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	230,787.70	49,229.30	82.42%

Director's Report March 2025

I. Personnel

- Work Anniversaries:
 - Tina Erickson, Library Associate, 26 years
 - Arielle Nemmers, 11 years
- Administrative Team conducting staff performance appraisals
- 3/21: Full-time monthly staff meeting.

II. Facility

- Monthly AED and fire extinguisher inspections
- Meeting with Casy Ungs, Facilities Maintenance Superintendent, in regards to concrete work where patrons jump the curb in book drop lane.

III. Misc.

- 3/5, 7, 12: Strategic planning prospective facilitator meetings.
- 3/8: Assited at Friends trivia fundraiser as the library liaison.
- 3/10: Attended Metro Area Library Directors meeting.
- 3/11: Gave presentation to the Ankeny Leadership Academy.
- 3/19: Meeting with Ankeny Chamber of Commerce regarding Summerfest: will be similar to previous years.
- Notary appointments: 8

IV. Marketing/Communication

During the month of March, 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">• March programs, book discussions, author talks, via social media, eNewsletter, lobby digital display, and calendars.	<ul style="list-style-type: none">• How Friends support the Summer Library Program and how the public can contribute via Ankeny Living• Friends 20-year celebration via eNewsletter	<ul style="list-style-type: none">• 3/11: City departments meeting• 3/8: Friends trivia event• 3/10: Metro Area Library Meeting

Sam Mitchel

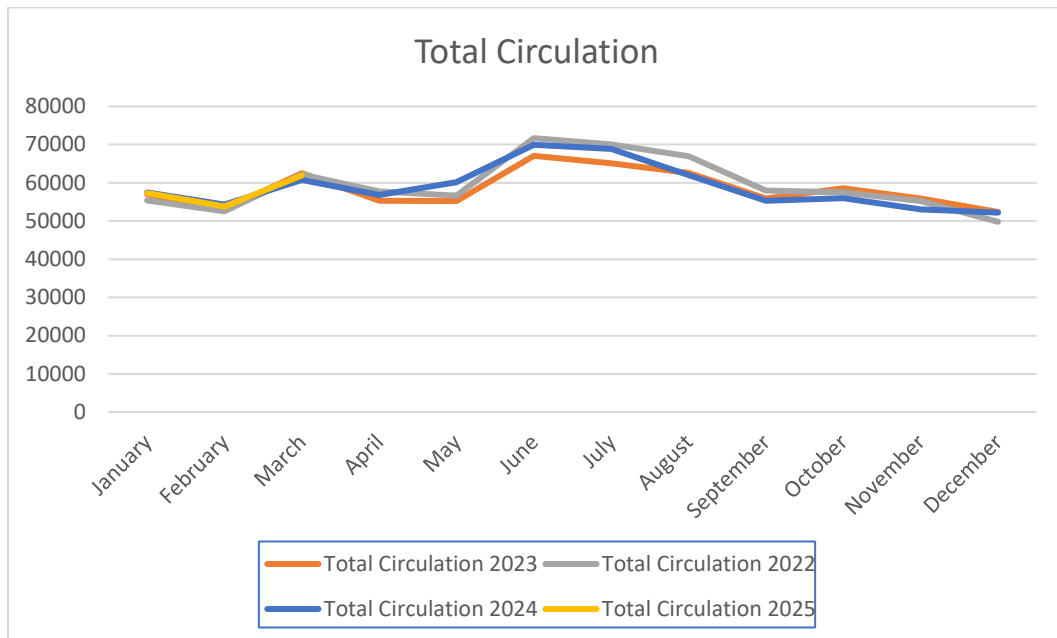
By: Erin Coughlin

Date: 4/1/2025

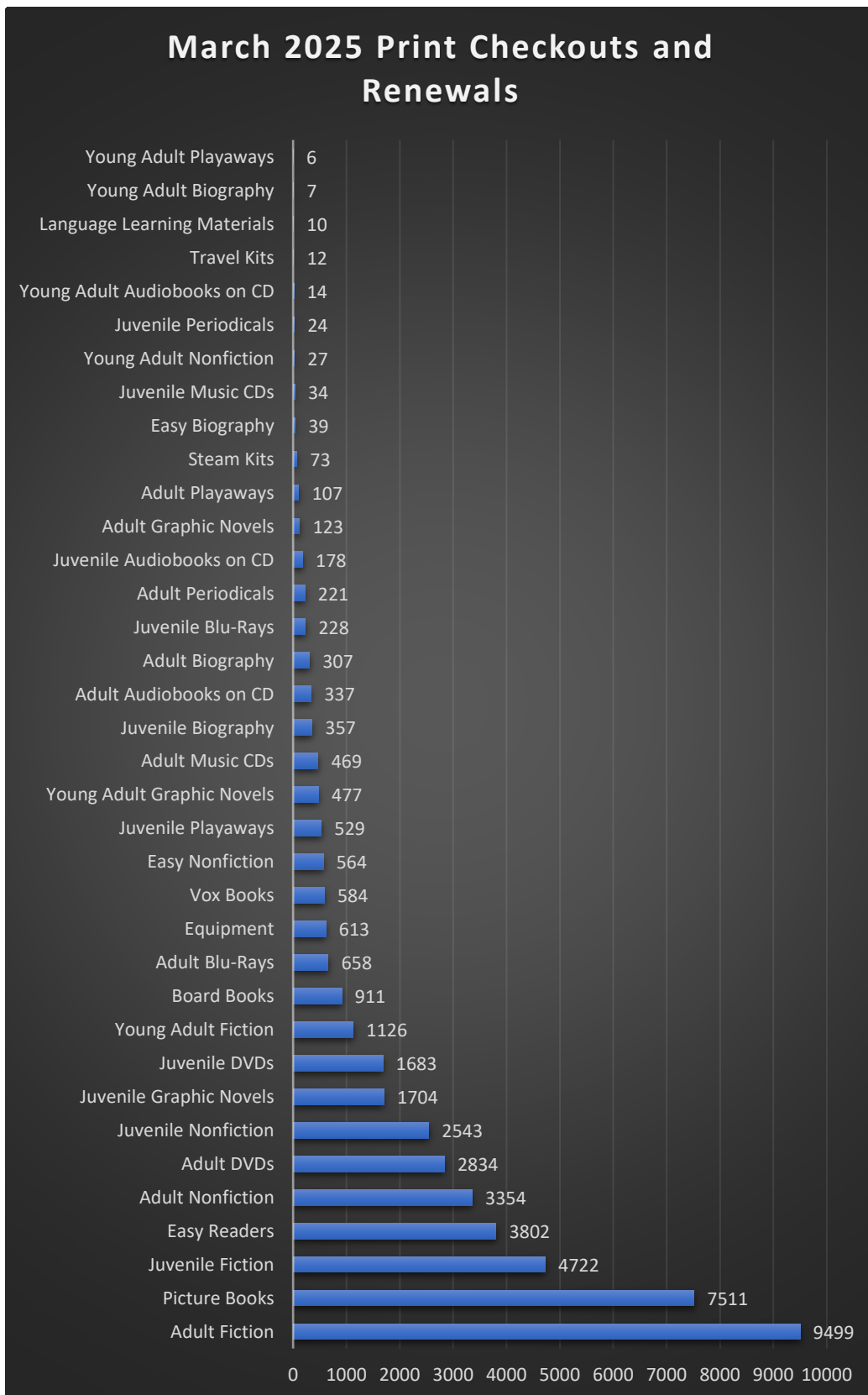
- Our busiest day was Saturday, March 8, with 1,594 patrons visiting that day.
 - On this day we had two popular family programs – Magician Jonathan May and a Dance Performance with Encounter Performing Arts Company.
- During Spring Break, we saw 8,790 visitors at the library.
- I was able to reach out via phone, email, and/or letters to all delinquent accounts from 2024 with more than \$50 in missing or damaged items on their accounts (83 accounts total). We've already received payment or items returned on at 10 accounts. I plan to send the remaining delinquent accounts to the collections agency at the end of April. During April, I plan to reach out to people with delinquent accounts from 2023, and keep moving forward month by month.
- We had 33 volunteers helping during March for almost 214 hours. I also trained 5 new volunteers in March.
- We've had a lot of new tech changes since I started in January including the Duo authentication, switching to Converge to process credit card payments, switching to Outlook 365 for email, etc. Staff has adjusted and we're grateful that IT is patient with us as we navigate these changes. These changes do mean that it takes a little bit more time to serve our patrons as there are extra steps involved in logging in and completing payments. Patrons have been patient with us as we get used to these new processes as well.
- Circulation Trends: Our overall circulation was down slightly this month, but our digital circulation on Libby was up over 30%.
- Goals for April:
 - Finish new training guides for circulation staff
 - Work with two new staff members training them at the circulation desk
 - Prepare a flyer for summer reading packets with helpful hints for parents/caregivers about adding nannies, caregivers, grandparents, etc. to their account permissions to make it easier for kids to check out materials over the summer.
 - Check in with each of my direct reports individually sometime this month

March Circulation Statistics

	March 2025	March 2024	Difference	July 2024 - March 2025	July 2023 - March 2024	Difference
Physical Checkouts & Renewals (including Automatic)						
<i>Books</i>	37917	40250	-6%	325612	336433	-3%
<i>Videos</i>	5403	7665	-30%	45056	58793	-23%
<i>Audio</i>	1674	1519	10%	12289	12266	0%
<i>Magazines & Other</i>	931	1008	-8%	8072	8211	-2%
Total Print Transactions	45925	50442	-9%	391029	415703	-6%
Downloadable Transactions						
<i>Ebooks</i>	6,016	5360	12%	49,536	46,583	6%
<i>Audiobooks</i>	8,231	5965	38%	65,685	50,719	30%
<i>Magazines</i>	1753	706	148%	13,764	5,267	161%
<i>Adventure Pass</i>	0	57	-100%	388	503	-23%
Total Downloadable Transactions	16,000	12088	32%	129,373	103,072	26%
Total Circulation (Physical + Downloadable)	61,925	62530	-1%	520,402	518,775	0%
Highlights						
<i>Steam kits</i>	73	92	-21%	625	776	-19%
<i>WiFi Hotspots</i>	0	76	-100%	57	639	-91%
Residency Checkouts (Print Transactions)						
<i>City of Ankeny</i>	39297	44199	-11%	332567	362243	-8%
<i>Rural/Unincorporated Polk County</i>	3345	2972	13%	31435	26294	20%
<i>Open Access</i>	3051	3271	-7%	27454	26880	2%
Total Residency Checkouts	45693	50442	-9%	391456	415417	-6%
Cardholders						
<i>Basic Access</i>	317	317	0%	2694	2759	-2%
<i>Temporary</i>	8	9	-11%	79	116	-32%
<i>Organization</i>	0	#DIV/0!		0	1	-100%
<i>Online</i>	55	47	17%	477	400	19%
Total New Cardholders	380	373	2%	3250	3276	-1%
Total Active Cardholders	27869					
Visitors						
	28988	28592	1%	270420	250593	8%



Circulation by Collection





Public Services Report – March 2025

Public Services Summary: (by Molly Guerra)

Highlights:

Erin and I met with many talented applicants for the part-time library associate position. Angela Luttenegger has joined the library as a part-time library associate, and Katie Wainwright accepted a position as a substitute library associate. I have continued to stay busy with staff evaluations and finalizing training schedules for part-time staff. I learn something new each day, and it has been a joy to begin training new staff. I am learning alongside the associates as I do more hands-on work at the desks during the training.

Accomplishments:

- Met with Communication and Circulation to discuss details and logistics and marketing of Summer Library Program
- Completed one part-time evaluation and worked on one part-time and one full-time evaluation
- Interviewed four applicants for the part-time library associate position with Erin Coughlin
- Ordered and test sublimation printer for Tech Lab
- Met with IT and Maintenance to discuss logistics of Makerspace/Teen Space swap
- Collected Reference Transaction statistics for one week in order to compile annual reference transaction data

Upcoming Goals:

- Complete two full-time staff evaluations and one part-time staff evaluation
- Finalize formal training with two new library associates
- Open the sublimation printer to the public
- Complete three 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 – March 2025

FY25	March 2025		Year to Date by Age Level		March 2024	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
Early Learners (0-5)	26	871	227	9152	32	1203
School Age (6-11)	7	375	26	1406	7	495
Tween/Teen (12-18)	17	133	94	921	17	140
Adult (18+)	50	498	227	2399	42	224
General Interest	5	490	39	5179	5	85
Monthly Total	105	2367			103	2147
Year to Date of All Program Types	618	19382			759	18621
Additional services	March 2025		FY25 Year to Date		March 2024	
Technology Appointments	5		57		11	
Exam Proctoring	1		25		5	
Notary Appointments	51		525		37	
Patron Computer Usage	1604		11301		1531	
Youth Scavenger Hunt	840		5852			
Storytime To-Go Kits	1000		9700		1000	
Unique Wireless Usage	6138		38457		6480	
Room Usage	March 2025		FY25 Year to Date		March 2024	
Children/Teen Program Rooms	35		250		44	
City Council Chambers	14		141		25	
Conference Rooms and Lounge B	617		4570		638	
Meeting Rooms (A, B, C, ABC, BC)	78		556		88	
Makerspace	25		278		46	
Off-Site /Virtual / Misc.	5		36		2	
Total Usage	774		5831		843	
Digital Resources (Included)	March 2025		FY25 Year to Date		March 2024	
Ancestry Library Edition	202		1399		743	
Brainfuse: HelpNow	40		914		27	
Brainfuse: JobNow / VetNow	10		122		30	
Consumer Reports	811		6666		1079	
Heritage Quest	0		1051		112	
Hoopla	1169		8484		881	
Library Speakers Consortium	1727		11338		582	
Lote4Kids	122		207		35	
New York Times Online	845		4837		354	
Novelist K-8	0		0		--	
Novelist Plus	121		1391		105	
Novelist Select	545		4405		673	
Reference Solutions	62		470		13	
ValueLine	1691		12785		1669	
Digital Resources (Not Included)						
Niche Academy	3		158		43	
Total Usage (Included Only)	7345		54069		6303	



Public Services Report – March 2025

Youth Services Report by Brittany Burk and Kelly Munter

Summary

March went by SUPER fast. As always, we had a fun and educational time with early learners and school-age kids this month. In March we had roughly **1,600** patrons come to our programs. **840** kids completed our scavenger hunt this month, which is up from 618 last month. We believe this is due to nicer weather and the fact that Bluey is so popular.

Raygun Store Now Open

We are partnering with Raygun to help increase funds for the Friends of the Ankeny Public Library. We currently have 4 t-shirt options available for purchase, but will soon be adding another youth option. We currently have a Facebook poll going to see which shirt we should order.



Spring Break + K-5 Events

This month school-age kids enjoyed Minecraft Maker Crew, Pokémon Club, Taste-It Tuesday Green Edition, Family Bingo for Books, and Family Legos. We also had lots of Spring Break fun with a Stuffie Camp, The Wild Robot, and a Dance Class/Movie, led by Librarian Abby W.





Goals

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

- Finalize the May calendar and marketing materials
- Post more content to our Facebook page, schedule out posts and increase engagement
- Finish formatting the next story stroll book and put it out
- Complete scavenger hunts for the remainder of spring and summer
- Practice Continue partnership with Allison Philson
- Review SLP Contracts and make sure everyone is set up
- Film promotional summer video
- Work with Communications to help with registration piece of SLP
- Continue partnership with Raygun for Friends Fundraiser



Public Services Report – March 2025

Teen Services Report by Brena Barton

Summary:

- Week 1 – 31
- Week 2 – 0 (Event Break)
- Week 3 - 41
- Week 4 – 61

Total Patrons at events this month: 133 (average of 8)

Number of Technology/Patron Appointments: 2

Total Notary Appointments: 12

Teen Events Overview:

Yoga with Meghan May



We had 3 people attend!

Snack Attack – Banana Roll-Ups



We had 4 people sign up and attend Banana Roll-Ups! While I had described the event and snack to the teens when we had our last meeting and used pictures in the marketing, I think that some people were confused about what it was. We did have some great conversations and the three girls (Brynn, Addy, and Sloane) all said that they were really excited for the upcoming TAG meeting and for our next Snack Attack, which would feature Sour Patch Grapes.

TAG

We had 3 people show up, Brynn, Addy, and Sloane, which was really great! I think that hyping TAG up for the past few months, plus the interview with the Ankeny student really helped, even in defeating the weather!

Tween Book Club

We had 0 people show up, which is frustrating because we had 2 people check out the book. I look forward to our next book, *Took*, since I have read it before and it is really interesting!



Public Services Report – March 2025

Books & Bagels (AHS)

We had 14 students attend Books and Bagels! We would have had more but jazz band practice is before school as well.

Fun Friday (Northview)

We had 7 kids signed up for and attend Fun Friday! I talked with the students and they said they wanted to read *The One and Only Ivan* by Katherine Applegate. The Northview library had a set of those books so the students checked them out from there!

Pokémon Club



We had 3 people show up for Pokémon Club! I think that it was a smaller group because it was Spring Break.

Stuffie Camp Counselors



We had one student, Christine, volunteer for the morning and two students, Sloane and Mara (pictured), for the afternoon! I think that the teens who volunteered had a good time and I know that the kids who we were helping really enjoyed Abby's event.

Tween Harry Potter Trivia



We had 27 tweens sign up and attend, and 5 parents stick around as well! I did see that a Des Moines area cinema/movie fan club called Cinemaize had reposted both the Tween and Teen Harry Potter Trivia on their Facebook page. I think that it could be smart sometime in the future if we do a book-to-movie themed event again to maybe reach out to them to help promote it. Abby did such an amazing job with planning this event! From the food and decorations to the execution and planning, Abby did great!



Public Services Report – March 2025

Teen Harry Potter Trivia



We had 3 teens sign up and attend! Even with a smaller group, we were able to have fun and listen to the teens talk about Harry Potter!

Graphic Novel Book Club

We had 3 people attend the Graphic Novel Book Club! I think it was fun to do a manga, as it brought in some students who don't normally attend Graphic Novel Book Club.

Minecraft Club



We had 4 attend Minecraft Club and it was great because they could play real Minecraft (thank you Quinton from IT for adding that to the Makerspace Computers)! Unfortunately, the WIFI was too slow so they were unable to play together on LAN (local network), but I think they enjoyed using the real Minecraft regardless so that they could showcase their worlds and builds.

ACHS Book Club

We had 8 people attend book club at ACHS! We decided that the next two books would be *The House on the Cerulean Sea* and *A Flicker in the Dark*.

I Wish I Learned: Gardening



We had 11 sign up for I Wish I Learned: Gardening and 14 showed up! I even had a DMACC student attend who said that she was interested in Get Lit as well.



Public Services Report – March 2025

Books & Bagels (ACHS)

We had Books and Bagels before school this month and had 9 students attend! We also had a handful of students sign up for the ACHS Book Club on Wednesday after school.

Hawk Book Time

Nine students attended and we discussed *The False Prince* and decided that the next book we read would be *Sunrise on the Reaping* by Suzanne Collins!

ACT Practice Test – with Huntington Learning Center



We had 14 attend the ACT Practice Test and of the 14, half stayed to do the written portion of the test.

Goals:

March was a great start to spring. I was really impressed with the programs that Abby Wirtz planned for her practicum and I was very happy with the turnout for our March programs, even with Spring Break in the middle of it! I have started mentioning SLP at the schools and with the students and they all seem really excited about it. I can't wait until we have more marketing and sign-up materials in April to really ramp up the hype for the Summer Library Program!

1. Finalize the May – July Calendars
 - a. Continue updating bookmarks and reels for readers advisory
2. Continue prepping upcoming April and May events
3. Continue Summer Library Program (SLP) preparations including:
 - a. Working on Canva to make marketing materials
 - b. Purchasing supplies
 - c. Prepping notes/activity plans/hand-outs/etc

I had no frustrations in March 😊



Public Services Report – March 2025

Adult Services Report by Justin Armbruster

OverDrive Checkouts	16,000
Documents Notarized	19
Book a Librarian Appointments	2 (one scheduled, one walk-in)
Reference Transaction	13
Proctored Exams	0

In March, we hosted a very successful Intro to Genealogy class on Saturday, March 15. Over 50 people attended, which is more than the attendance for our monthly genealogy program. I even received e-mails from patrons who missed the program inquiring if we would host it again. It may be that the attendance of our monthly meeting would increase if more people attended similar introductory courses. Additionally, I prepared instructions for an extended absence due to surgery. I did not want to cancel any programs taking place while I was out and I wanted them to run as smoothly as possible.

My goals for April include catching up on all of the e-mails, voicemails and mail I missed while out for surgery. I was out for last two weeks of March and, as a result, missed several messages and phone calls. My hope is to sift through all of them within the first day or two after returning to work. Another goal is promoting our three-part Retirement University series. The first session has about fifty people registered and I want to increase, or at least maintain, the same attendance numbers for the following two programs in the series.

In terms of frustrations this month, I did not experience any. The staff was tremendous in assisting with programming while I was out of the office. They were just a great help not only with programming, but picking up the slack for notary services, technology training and test proctoring.

Acquisitions/Cataloging Report – March 2025

Abby Wirtz, a library associate, has been completing a practicum as part of her coursework to earn a library science degree from the University of Iowa. Acquisitions was fortunate to have some of her time as part of this practicum. During the month of March, having been trained on the library's materials selection policy and procedures, she was allotted a portion of the print budget to acquire new Juvenile chapter books, non-fiction and graphic novels. This has been a benefit to our selection activities and hopefully beneficial to her professional development as well.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	17	Adult Audio Books	26
Adult Fiction	383	Adult Blu-Rays	25
Adult Graphic Novels	4	Adult DVDs	29
Adult Non-Fiction	216	Adult Music CDs	5
		Adult Playaways	3
Picture books	75		
Board books	8	Juvenile Audio Books	0
Easy Non-fiction	1	Juvenile Blu-rays	0
Easy Readers	12	Juvenile DVDs	0
Vox Books		Juvenile Music CDs	0
		Juvenile Playaways	4
Juvenile Biography	7		
Juvenile Fiction	95	Young Adult Audio Books	0
Juvenile Graphic Novels	42	Young Adult Playaways	0
Juvenile Nonfiction	19		
		Totals	92
YA Biography	0		
YA Fiction	63		
YA Graphic Novels	32		
YA Nonfiction	2		
Totals	976		

Twelve Month Comparative Totals

	3/24	4/24	5/24	6/24	7/24	8/24	9/24	10/24	11/24	12/24	1/25	2/25
Print	897	685	755	767	611	979	900	1013	759	507	800	605
A/V	99	92	106	78	154	140	98	119	85	102	58	116

**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 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, 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.

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 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

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

Misc. (e.g. DVDs, thumb drives, earbuds, etc.): \$2.00

Meeting Rooms:

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

Proposed fees by City of Ankeny

		PD	Library	Clerk	Clerk Proposed
Photocopies per page	Black & White	\$ 0.25	\$ 0.10	\$ 0.15	\$ 0.25
Photocopies per page	Color	\$ 0.50	\$ 0.25	\$ 0.45	\$ 0.50
Digital media	CD	\$ 5.00	\$ 2.00	\$ 1.00	\$ 5.00
Digital media	DVD	\$ 5.00	\$ 2.00	\$ 2.00	\$ 5.00
Digital media	USB drive	\$ 10.00	\$ 2.00	\$ -	\$ 5.00