



Ankeny Kirkendall Public Library
BOARD OF TRUSTEES
Thursday, May 15, 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. April 17, 2025
IV. Consent Agenda Samuel Mitchel, Director	A. Financials
V. Policy/Procedure Review	A. Material Selection
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. Strategic Planning Process – Maryann Mori, State Library presentation B. Adult Bingo Program – Friday, June 13 th 5:30-7:30 (alcohol on premises - BYODrink)
XIII. Adjourn	A. Next Meeting: June 19, 2025

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

Thursday, April 17, 2025

Regular meeting: 6 p.m.

Location: Library

Present: John Meyer, Miranda Piepho, Heather Stephenson, Fred Schuster

Staff: Sam Mitchel, Molly Guerra

Topic	Discussion
Call to Order	Meyer called the meeting to order.
Approval of Minutes	Stephenson motioned to approve. Schuster seconded. All in favor.
Public Comments	
Consent Agenda	Mitchel presented financials. <ul style="list-style-type: none"> Run rate = 75%
Policy/Procedure Review	<p>Fines and Fees</p> <ul style="list-style-type: none"> City compiled list of photocopies/digital media – they wanted departments transacting those sales to align on the cost (PD, Library, and City Clerk all charge something different). City is recommending that everyone align on what the PD is charging. If the board does choose to change something about this policy, Mitchel recommended that we continue to allow patrons to print 5 pages for free. Schuster mentioned that few patrons may know that the first 5 pages are free. Meyer also noticed that if we move to what the PD is charging, that would be more than doubling the cost of printing. Schuster asked if we did this, when it would take effect. Mitchel said we'd have to make implementation contingent upon when our vendor to adjust the cost on the machines. Stephenson proposed we accept the city's proposed rates at beginning of FY and keep 5 black and white, or 2 color copies for free. Seconded by Schuster. Approved by all. Stephenson proposed that we amend the policy to charge 25 cents for each sublimation page or printing supplies. Seconded by Piepho. Approved by all.
Director's Report	
Department Reports	<p>Mitchel presented department reports.</p> <ul style="list-style-type: none"> Celebrated several work anniversaries. Completed staff performance appraisals. Conducted full-time monthly staff meeting. Monthly AED and fire extinguisher inspections completed. Mitchel met with Maintenance Superintendent to discuss concrete work near book drop lane. Friends of the Library trivia fundraiser held. Mitchel gave presentation to Ankeny Leadership Academy. Began discussions with Chamber of Commerce regarding Summerfest. <p>Schuster asked about Erin making calls regarding delinquent accounts. He asked how this process was going. Mitchel responded that Erin didn't collect funds but was instead focusing on notifying patrons and collecting what late materials she could. Next steps will</p>

Topic	Discussion
	be to send accounts to collections agency.
Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)	<p>Strategic Plan</p> <ul style="list-style-type: none"> • Mitchel met with ATW facilitators re: strategic planning timeline. • Plan will focus on customer satisfaction focus. • ATW did emphasize that we needed committee they could speak with about what we're looking for. • We would be targeting survey dates in May 2025. • Board retreat dates proposed: Week of June 23 or in the first half of July. During retreat we'd review survey findings and identify strategic initiatives. • Stephenson volunteered to be on the committee. Meyer volunteered to reach out to see if Medema or Lucht would like to be part of the committee.
Friends of the Library (update)	Mitchel reported on quarterly meeting. Friends are looking for a new treasurer. There are also some upcoming game nights.
Old Business	
New Business	<p>Makerspace and Teen Rooms</p> <ul style="list-style-type: none"> • Mitchel proposed swapping rooms to enhance the use of each. Teen space was too secluded and letting teens be unsupervised could be problematic. This swap would also allow makerspace to be more visible by staff – to ensure machinery is working correctly. • Maintenance would have to help possibly patch and paint, and a lock would have to be placed on the sound room door. • Schuster asked if this swap would be able to house the number of teens that could use the room. The response was that it should be big enough. • Schuster motioned to swap the spaces. Stephenson seconded. All approved.
Continuing Education	
Executive Session	
Adjournment	<p>Stephenson motioned to approved.</p> <p>Next meeting: May 15, 2025</p>

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	April 30, 2025	Balance	Expended
							Remaining	
Personal Services								
Salaries and Wages	4101	627,972.10	677,830.34	720,126.47	763,210.00	589,976.53	173,233.47	77.30%
Overtime Wages	4102	46.86	321.17	147.40	1,000.00	672.37	327.63	67.24%
Temporary Wages	4103	709,232.30	752,179.54	788,424.85	895,500.00	720,952.80	174,547.20	80.51%
Longevity	4109	2,557.59	2,807.58	3,269.10	4,288.00	3,384.48	903.52	78.93%
FICA	4116	100,504.98	108,192.25	113,975.82	127,648.00	98,543.61	29,104.39	77.20%
IPERS	4117	120,765.39	144,774.57	141,638.57	157,117.00	121,502.38	35,614.62	77.33%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	4,230.82	769.18	84.62%
Employee Insurance	4120	104,591.00	107,940.82	126,673.46	128,663.00	107,135.25	21,527.75	83.27%
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>1,648,334.24</u>	<u>435,821.76</u>	<u>79.09%</u>
Contractual Services								
Consulting and Management	4211	0.00	0.00	0.00	0.00	0.00	0.00	
Legal and Recording Services	4212	0.00	495.00	765.00	500.00	465.00	35.00	93.00%
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	70,135.86	8,664.14	89.00%
Waste Management Services	4224	1,004.92	715.54	1,131.46	1,300.00	1,162.26	137.74	89.40%
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	8,956.57	(976.57)	112.24%
Electric Charges	4247	58,142.88	59,856.64	65,217.69	76,000.00	55,534.61	20,465.39	73.07%
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	46,200.62	20,799.38	68.96%
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	376.51	123.49	75.30%
Building Maintenance Services	4270	112,584.88	147,228.73	124,323.62	141,000.00	101,416.24	39,583.76	71.93%
Electronic Services	4273	3,734.45	4,953.15	5,932.64	6,000.00	4,399.23	1,600.77	73.32%
Special Program/Event Services	4292	9,246.50	8,564.80	10,053.10	11,000.00	5,577.99	5,422.01	50.71%
Postage and Shipping	4296	783.80	2,626.68	2,893.40	4,000.00	4,193.40	(193.40)	104.84%
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>426,505.78</u>	<u>90,282.22</u>	<u>82.53%</u>
Commodities								
Office Supplies	4310	9,339.11	9,930.86	9,618.55	11,000.00	6,690.31	4,309.69	60.82%
Periodicals	4315	7,508.09	8,627.38	8,030.49	9,000.00	8,758.49	241.51	97.32%
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	10,415.29	2,584.71	80.12%
Circulation Materials	4344	19,777.92	10,078.76	12,600.05	23,000.00	6,299.92	16,700.08	27.39%
Library Books/Reference Materials	4345	148,751.34	148,990.58	153,333.18	154,000.00	135,897.35	18,102.65	88.25%
Multimedia Materials	4346	77,659.07	84,263.61	71,877.04	73,000.00	65,882.35	7,117.65	90.25%
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	4,146.73	5,853.27	41.47%
Building Maintenance Supplies	4380	15,998.79	19,776.81	14,193.16	24,000.00	10,001.12	13,998.88	41.67%
Total Commodities		<u>331,144.69</u>	<u>321,320.37</u>	<u>335,135.46</u>	<u>368,100.00</u>	<u>300,979.47</u>	<u>67,120.53</u>	<u>81.77%</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>2,375,819.49</u>	<u>593,224.51</u>	<u>80.02%</u>

FTEs	<u>22.85</u>
------	--------------

City of Ankeny
Ankeny Kirkendall Library
Fiscal Year 2025 Revenue Report

						not absolute value			
		FY 2022	FY 2023	FY 2024	FY 2025	As of	As of	FY 2025	%
		Actual	Actual	Actual	Budget	April 30, 2025	April 30, 2025	Balance Remaining	Received
Commissions	3415	467.02	460.20	918.23	0.00	0.00	0.00	0.00	
Lease/Rent Payments	3420	0.00	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	(60,144.09)	60,144.09	(144.09)	100.24%
Equipment Rental	3423	0.00	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)	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	0.00	
State Library Open Access	3516	14,629.69	12,130.41	9,209.71	9,210.00	(9,651.04)	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)	17,037.73	(162.73)	100.96%
Operating Grants	3537	5,000.00	0.00	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	(4.00)	
Copy Charges	3691	8,890.05	10,147.84	11,992.39	9,000.00	(10,691.39)	10,691.39	(1,691.39)	118.79%
Miscellaneous Service Charge	3699	1,335.51	1,129.05	1,205.18	1,500.00	(965.58)	965.58	534.42	64.37%
Salvage Sales	3822	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Sales	3829	308.00	477.68	436.35	400.00	(296.70)	296.70	103.30	74.18%
Private Contributions	3831	0.00	0.00	564.31	0.00	(1,925.00)	1,925.00	(1,925.00)	
Refunds	3841	0.00	561.52	50.64	0.00	0.00	0.00	0.00	
Rebates	3842	0.00	358.31	0.00	0.00	0.00	0.00	0.00	
Other Reimbursements	3849	502.71	81.02	6,469.37	0.00	(150.00)	150.00	(150.00)	
Library Fines	3861	20,924.23	19,373.61	18,257.05	16,000.00	(14,186.48)	14,186.48	1,813.52	88.67%
Lost Materials	3868	4,758.18	3,779.14	4,320.97	4,000.00	(3,550.95)	3,550.95	449.05	88.77%
Legal Settlement/Damages	3869	2,567.08	2,287.08	2,231.93	2,000.00	(2,293.66)	2,293.66	(293.66)	114.68%
Overages/Shortages	3891	74.17	36.53	38.61	0.00	(103.72)	103.72	(103.72)	
Miscellaneous Other	3899	0.00	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	(239,695.34)	239,695.34	40,321.66	85.60%

Director's Report April 2025

I. Personnel

- New Hires
 - Angie Luttenegger, Library Associate
 - Katie Wainwright, Library Associate
- Administrative Team catching up with staff performance appraisals

II. Facility

- Monthly AED and fire extinguisher inspections
- Concrete installed on either end of the drive-up book drop to prevent formation of ruts.

III. Misc.

- National Library Week: 6th-12th
- ATW chosen as strategic planning facilitator
 - 4/10: Initial meeting to discuss tentative timeline
- 4/17: Library tour and presentation to new full-time city employees
- 4/24: Attended Friends meeting.
- Notary appointments: 12

IV. Marketing/Communication

During the month of April, 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">• April programs, book discussions, author talks, via social media, eNewsletter, lobby digital display, and calendars.	<ul style="list-style-type: none">• Teen Advisory Group via Ankeny Living and eNewsletter• Friends t-shirt fundraiser via eNewsletter	<ul style="list-style-type: none">• 4/1, 15, 29: City departments meeting• 4/24: Friends meeting

Sam Mitchel

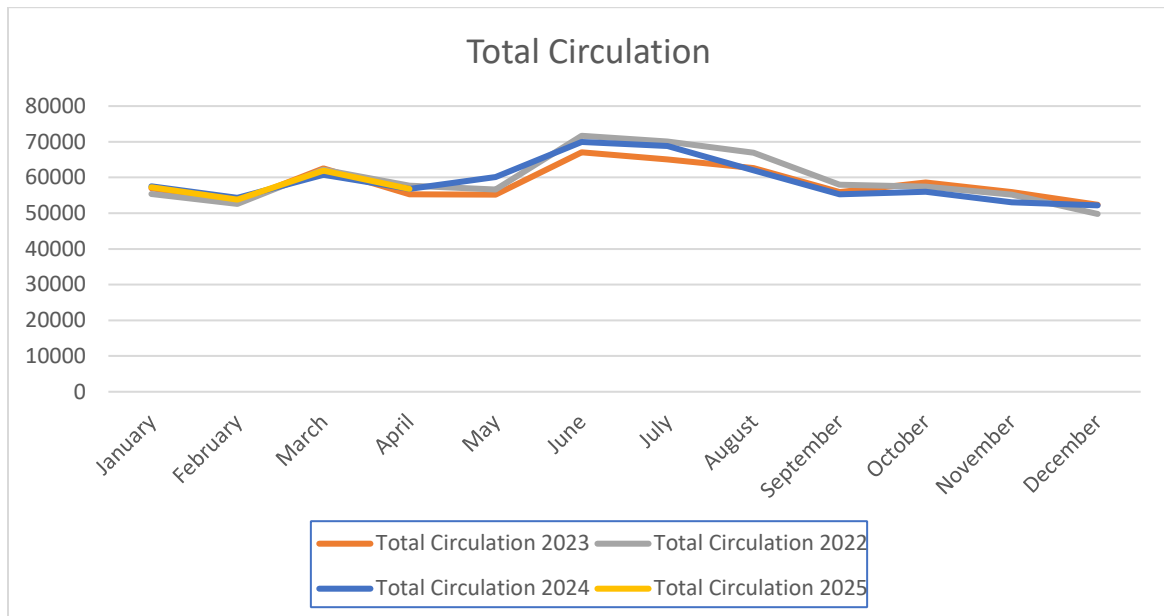
By: Erin Coughlin

Date: 5/1/2025

- Our busiest day was April 25, 2025 with 1,565 visitors. We hosted the Ankeny Community School District's ELP Tech Fair that day and we had lots of visitors coming in for that. We also showcased library technology to students (and in some cases their parents) on tours.
- We had 32 volunteers helping during April for a total of just over 206 hours, for an average of 6 hours and 52 minutes/day of volunteer time. I also trained 3 new volunteers in April.
- The Adventure Pass Program is still on pause, but we've heard that it should be back up by May 27th, barring any unforeseen complications. The new vendor is finalizing the ticket reservation system.
- Circulation Trends: Our overall circulation was basically even with 2024 – about .03% increase. Digital circulation of audio and magazines again had big increases over 2024.
- Molly and I have trained three new Library Associates in March and April. We hired Angela Luttenegger for a part-time associate and Katie Wainwright and Heather Lilienthal as subs. All have been great additions to our team.
- Our notifications for overdues/holds, etc. through Polaris go out through email even if patrons choose text notices. We use an SMTP to SMS gateway to send text notifications to patrons via our Ankeny Library email. This means many notifications come back “undeliverable,” and to further exacerbate this issue, AT&T is ending our ability to send messages this way to their customers. I've been researching and pulling quotes for third party vendors to make sure our notices reach patrons, but these vendors are expensive. When I have all my data and information, I'll make sure to inform Sam and the board so you can make decisions about how to move forward.
- Goals for May:
 - Finish training new staff.
 - Complete evaluations for several Library Associates and continuing doing check ins with those I don't have formal evaluations with right now.
 - Prep for Summer Reading Program – specifically the influx of new cards and account updates that will be the responsibility of the circulation staff.
 - Work on a project I'll be presenting at the Association of Rural and Small Libraries Conference in September as part of their Leadership Institute.

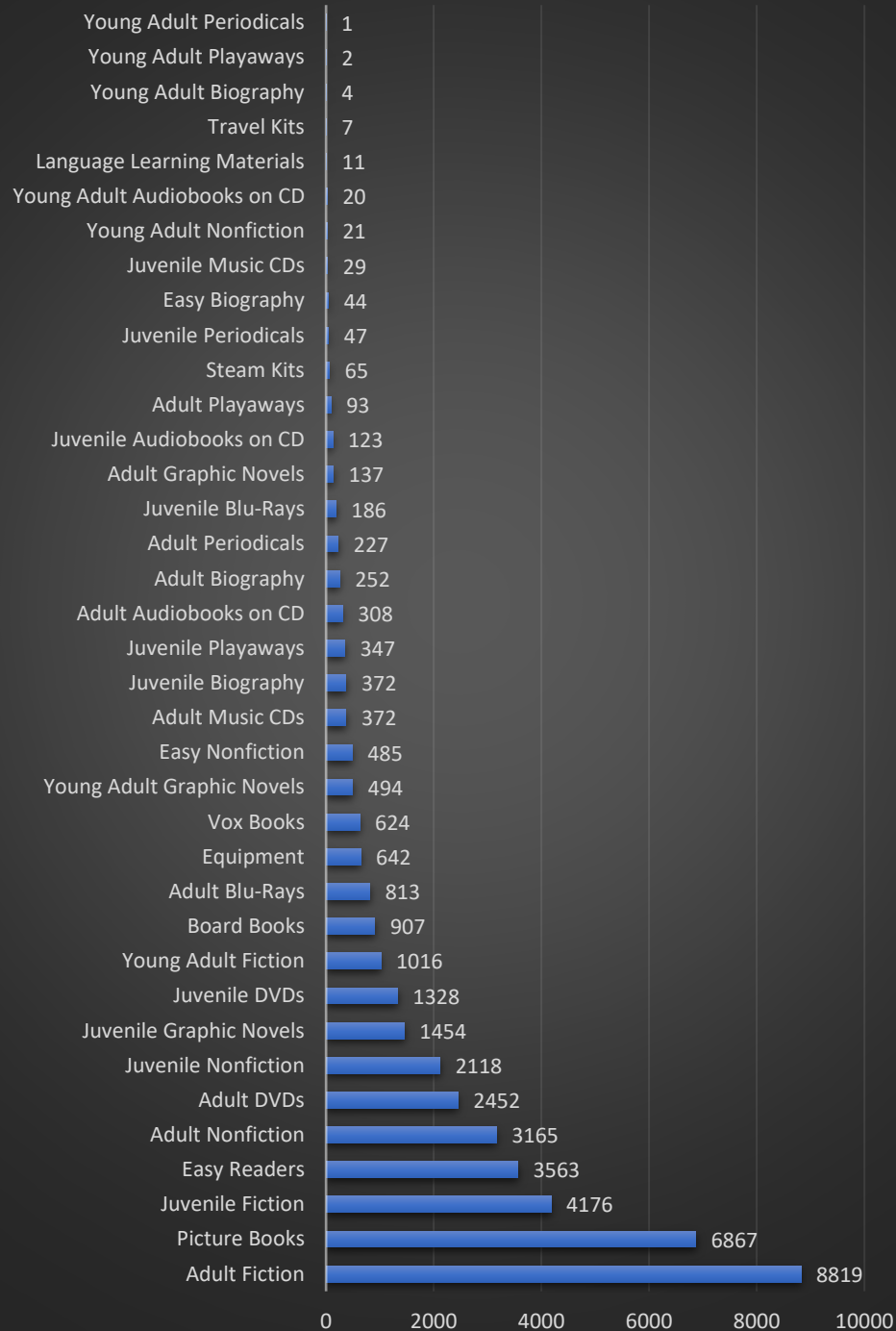
April Circulation Statistics

	April 2025	April 2024	Difference	July 2024 - April 2025	July 2023 - April 2024	Difference
Physical Checkouts & Renewals (including Automatic)						
<i>Books</i>	34537	36756	-6%	360149	373189	-3%
<i>Videos</i>	4779	4657	3%	49835	63450	-21%
<i>Audio</i>	1293	1281	1%	13582	13547	0%
<i>Magazines & Other</i>	982	941	4%	9058	9152	-1%
Total Print Transactions	41591	43635	-5%	432624	459338	-6%
Downloadable Transactions						
<i>Ebooks</i>	5,448	5142	6%	54,984	51,725	6%
<i>Audiobooks</i>	8,202	5945	38%	73,887	56,664	30%
<i>Magazines</i>	1596	494	223%	15,360	5,761	167%
<i>Adventure Pass</i>	0	51	-100%	388	554	-30%
Total Downloadable Transactions	15,246	11632	31%	144,619	114,704	26%
Total Circulation (Physical + Downloadable)	56,837	55267	3%	577,243	574,042	1%
Highlights						
<i>Steam kits</i>	64	76	-16%	689	852	-19%
<i>WiFi Hotspots</i>	0	73	-100%	57	712	-92%
Residency Checkouts (Print Transactions)						
<i>City of Ankeny</i>	35279	38383	-8%	367846	400626	-8%
<i>Rural/Unincorporated Polk County</i>	2864	2728	5%	34299	29022	18%
<i>Open Access</i>	3449	2524	37%	30903	29404	5%
Total Residency Checkouts	41592	43635	-5%	433048	459052	-6%
Cardholders						
<i>Basic Access</i>	239	249	-4%	2933	3008	-2%
<i>Temporary</i>	8	5	60%	87	121	-28%
<i>Organization</i>	1	0	#DIV/0!	1	1	0%
<i>Online</i>	52	52	0%	529	452	17%
Total New Cardholders	300	306	-2%	3550	3582	-1%
Total Active Cardholders	28265					
Visitors						
	29674	28887	3%	300094	279480	7%



Circulation by Collection

April 2025 Print Checkouts and Renewals





Public Services Report – April 2025

Public Services Summary: (by Molly Guerra)

Highlights:

April has been full of training with new staff. As I had jumped right into my management role when I began in July, it was helpful to get out on the desk and train/learn more about the role of the part-time associates that I supervise. I learned so much from the process of training. I feel better equipped to manage my department with a more thorough, first-hand, understanding of the excellent work our staff do on the public desks. I am busy planning for the arrival and training of our summer intern, Aurora.

Accomplishments:

- Completed one full-time evaluation
- Trained two new library associates (2 weeks training and 2 weeks shadowing)
- Opened sublimation printer to the public
- Completed three hours of continuing education
- Attended a two-day new employee orientation for the City of Ankeny

Upcoming Goals:

- Complete one full-time staff evaluations and one part-time staff evaluation
- Finalizes plans and complete training for summer intern
- Advertise sublimation printer
- Complete five 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 – April 2025

FY25	April 2025		Year to Date by Age Level		April 2024	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
Early Learners (0-5)	45	1926	272	11078	37	1386
School Age (6-11)	3	72	29	1478	3	113
Tween/Teen (12-18)	16	165	110	1086	10	79
Adult (18+)	37	502	264	2901	43	511
General Interest	4	272	43	5451	5	278
Monthly Total	105	2937			98	2367
Year to Date of All Program Types	722	22169			857	20988
Additional services	April 2025		FY25 Year to Date		April 2024	
Technology Appointments	8		60		5	
Exam Proctoring	2		27		3	
Notary Appointments	78		552		38	
Patron Computer Usage	1347		12648		1357	
Reference Interactions	-		4024		1046	
Youth Scavenger Hunt	608		6460		548	
Storytime To-Go Kits	1000		10700		1000	
Unique Wireless Usage	6510		44967		7260	
Room Usage	April 2025		FY25 Year to Date		April 2024	
Children/Teen Program Rooms	59		309		42	
City Council Chambers	17		158		22	
Conference Rooms and Lounge B	644		5214		703	
Meeting Rooms (A, B, C, ABC, BC)	85		641		94	
Makerspace	30		308		38	
Off-Site /Virtual / Misc.	9		45		4	
Total Usage	844		6675		903	
Digital Resources (Included)	April 2025		FY25 Year to Date		April 2024	
Ancestry Library Edition	457		1856		316	
Brainfuse: HelpNow	175		1089		105	
Brainfuse: JobNow / VetNow	24		146		41	
Consumer Reports	749		7415		842	
Heritage Quest	8		1059		59	
Hoopla	1118		9602		939	
Library Speakers Consortium	2159		13497		530	
Lote4Kids	62		269		29	
New York Times Online	756		5593		567	
Novelist K-8	--		0		--	
Novelist Plus	137		1528		99	
Novelist Select	409		4814		607	
Reference Solutions	8		478		8	
ValueLine	1691		14476		1703	
Digital Resources (Not Included)						
Niche Academy	38		196		30	
Total Usage (Included Only)	7753		61822		5855	



Services Report by Brittany Burk and Kelly Munter

Summary

In April we had over **2,200** patrons attend our events. **608** kids completed our scavenger hunt this month. Even though April brought in much higher attendance than March, numbers weren't very high for our weekend and evening programs. We still try to offer programming for different schedules, but we face conflicts with several other activities and sports going on during this time.

Story Time & Dog Visit

Stephanie from Plucky Paws came on April 22 to read us a story about how to properly care for dogs, especially dogs who have been homeless. We then met rescue dog Marmalade and learned all about her life in Puerto Rico. We had a very small turnout, but it was a fun and educational event.



Family Balloon Show

We hired Twisted Bo-Kay to come for a fun family balloon show on April 12. We didn't get as high of a turnout as we would have liked, especially with advertising on Facebook, but all who came had a blast!



K-5 Events

We had so much fun this month with our Popcorners Taste-It Tuesday, Pokémon Club, and Family Bingo for Books. It's fun to see parents come to some of these events and participate too!





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

- Finalize the summer calendars, event guides, 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 summer
- Continue partnership with Allison Philson and The Wild Things Pet Shop
- Review SLP Contracts
- Continue partnership with Raygun for Friends Fundraiser
- Plan and research fall programming, especially as things start to hit us, like our Elephant & Piggie event



Public Services Report – April 2025

Teen Services Report by Brena Barton

Summary:

- **Week 1** – 15
- **Week 2** – 38
- **Week 3** - 43
- **Week 4** – 44
- **Week 5** - 25

Total Patrons at events this month: 165 (average of 10)

Number of Technology/Patron Appointments: 1

Total Notary Appointments: 19

Teen Events Overview:

Tween Book Club

We had one person sign up for Tween Book Club and we read the book *Took* by Mary Downing Hahn. This book was really good, so I might try to have the middle schoolers read it next year at Southview or Northview during flex.

Books and Bagels (AHS)

We had 14 people attend Books and Bagels!

ACT Practice Test Results Day – with Huntington Learning Center

We had 9 people attend in person to get their results! For those who didn't attend, they had been provided a link to sign up to get their results digitally if they had wanted. I also talked more with Jennifer from Huntington and she agreed to do another practice ACT for free in the fall for the teens.

Snack Attack – Sour Patch Grapes



We had 16 people attend Sour Patch Grapes! We had some extra time left over so we played Mafia.

Teen Advisory Group (TAG)

There were 9 people who showed up! I had found some old TAG T-Shirts in the storage closet so I gave the kids who were interested in sticking with TAG a shirt. I also got emails from all of the teens and plan to send out email blasts to update them on upcoming events, volunteer opportunities, and upcoming TAG meetings 😊

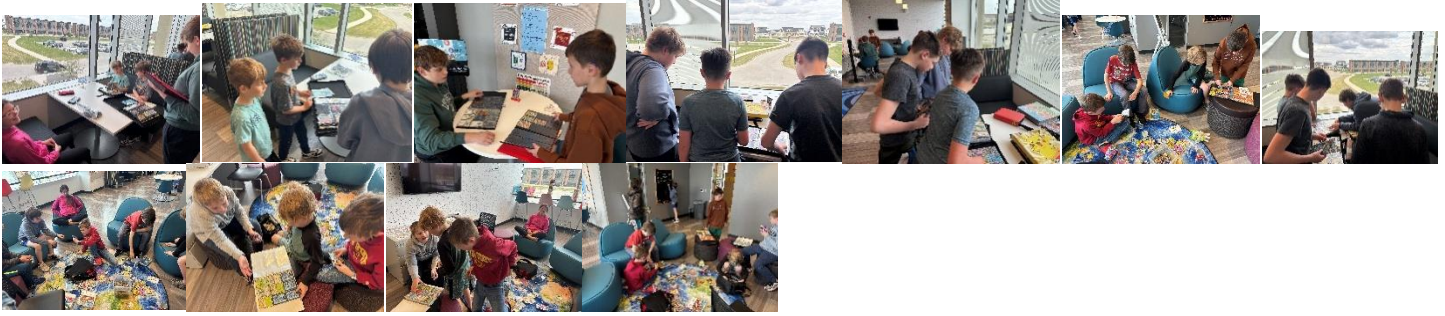
Get Lit

We had 4 people sign up for Get Lit! They all really liked ACOTAR so we made a plan to meet next month to discuss book two!



Public Services Report – April 2025

Pokémon Club



We had 14 kids sign up for Pokémon Club and 18 attend!

Minecraft Club



We had 5 kids sign up for Minecraft Club and 12 people showed up! I purchased a realm so that we could play cross-platform and save the build in between each month, and the kids can play on there in between club meetings.

I Wish I Learned: Button Making



I had 5 attendees for Button Making which was great considering that I did have to move the time of the event.

Hawk Book Time (Southview)

8 people attended and we talked about *Sunrise on the Reaping* by Suzanne Collins! We decided our next book would be *All My Rage* by Sabaa Tahir.

Graphic Novel Book Club

We discussed *American Born Chinese* and 1 teen showed up, Kaitlyn.

Homemade Beeswax Chapstick



This event was extremely popular and I had all 20 seats fill up, plus an extra person so 21 total! I definitely will do this event again.



Books and Bagels (ACHS)

We had 11 students at Books and Bagels! I talked to Mr. Honz and he said that for next year we could try alternating mornings/lunch so that we could reach out to more people.

Fun Friday (Northview)

11 students attended to discuss *The One and Only Ivan*. They didn't end up reading the book so we discussed the other books that they were reading and interested in instead.

Try It Out – Dessert Nachos



We had 13 people show up and this was a very popular event! I had 20 sign up, plus a waitlist. I don't know what happened with the other people but of the 14 who showed, they all seemed to have a good time. We also played Mafia when we had extra time.

ACHS Book Club

12 people attended and we discussed *A Flicker in the Dark* and *The House in the Cerulean Sea* and decided for next time to read *Vera Wong's Unsolicited Advice for Murderers* by Jesse Q. Sutanto. We also made a GroupMe chat so that they can talk in the summer about books and schedule monthly meetings throughout the summer.

Goals:

April was a great month! I spoke with the contact for the adult Craft & Chat and have worked out a way to make a teen Craft & Chat which will be on Monday nights from 5 – 7:30 pm in the Teen Program Room starting in May. We are very excited about the approval from the Board to switch the Teen Room and the Makerspace!

1. Finalize the August Calendar
 - a. Continue updating bookmarks and reels for readers advisory
2. Continue prepping upcoming SLP and August 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 April 😊



Public Services Report – April 2025

Adult Services Report by Justin Armbruster

OverDrive Checkouts	15,246
Documents Notarized	50
Book a Librarian Appointments	7 (six scheduled, one walk-in)
Reference Transaction	22
Proctored Exams	2

In April, we hosted a very successful three-part series called Retirement University, with each session focusing on different topics (Social Security & Medicare; Investments & Taxes, Estate Planning, Long Term Care & Legacy Planning). Each session had over 30 attendees and I've already had comments from patrons who missed it and would like for us to host it again. I've worked with the presenter for several years now and he is excellent in conducting these types of courses. His organization offers other financial courses and we may partner with them again in the future for a different series. Additionally, we started an eight-week series this month called Mind/Body Connections. We have had this program in the past, but just for teens. The presenter was very pleased with the first session and we hope the momentum continues. I was also able to get through all of the e-mails and voicemails I missed while I was out of the office due to surgery.

My goals for May include training myself to use our brand-new sublimation printer. It was purchased while I was recovering from surgery. I have watched videos about using it, but I still need to do some hands-on training to better understand how it works. Further, I plan on being at the library for our Summer Library Program Kickoff Concert. We're hoping having the concerts at the newly built stage in the District will attract several community members.

In terms of frustrations this month, I did not have any significant ones.

Acquisitions/Cataloging Report – April 2025

The deadline to submit invoices for payment by the city is in early June, which means orders have to be placed at the end of May to meet the Fiscal Year cutoff. We usually have a bump in the last month or two, even with steady purchasing throughout the year.

Purchasing books is not an exact science, both authors and publishers miss deadlines, books are cancelled, etc. Additionally, Kirkendall submits orders up to six months in advance of publication, our money is encumbered but not actually spent for extended periods of time.

Print Collections	# Added	A/V Collections	# Added
Adult Biography	6	Adult Audio Books	31
Adult Fiction	300	Adult Blu-Rays	18
Adult Graphic Novels	6	Adult DVDs	21
Adult Non-Fiction	175	Adult Music CDs	17
		Adult Playaways	
Picture books	38		
Board books	3	Juvenile Audio Books	0
Easy Non-fiction	1	Juvenile Blu-rays	6
Easy Readers	10	Juvenile DVDs	10
Vox Books	2	Juvenile Music CDs	0
		Juvenile Playaways	0
Juvenile Biography	2		
Juvenile Fiction	57	Young Adult Audio Books	0
Juvenile Graphic Novels	22	Young Adult Playaways	0
Juvenile Nonfiction	14		
		Totals	103
YA Biography	0		
YA Fiction	51		
YA Graphic Novels	29		
YA Nonfiction	2		
Totals	718		

Twelve Month Comparative Totals

	4/24	5/24	6/24	7/24	8/24	9/4	10/24	11/24	12/24	1/25	2/25	3/25
Print	685	755	767	611	979	900	1013	759	507	800	605	976
A/V	92	106	78	154	140	98	119	85	102	58	116	92

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: Materials Selection

BACKGROUND: Libraries have the responsibility for selecting a wide range of materials to meet the diverse needs and interests of patrons. The Ankeny Kirkendall Public Library offers collections to further the Library's mission. This policy exists to guide librarians selecting materials and to inform the public about the principles guiding material selection decisions.

POLICY:

- A. Responsibility for material selection lies with library staff, who apply professional knowledge, experience and this policy in making material selections. Ultimate responsibility for material selection and collection development lies with the Director.
- B. An important function of the Library is to provide an intellectual, nonjudgmental environment for patrons to examine a diversity of views and expressions. The Library responds to the special characteristics of the community when determining the need for specific subjects and types of materials.
- C. Materials selected for the collection will meet the current and long-term information, education, culture, and recreation needs of Ankeny residents of all ages and abilities. The Library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty, while considering cost, space, holdings and demand.
- D. Generally, collections are broad, current and popular, not archival or comprehensive.
- E. The Ankeny Kirkendall Public Library will strive to provide balance in the collection. To this end, a concerted effort will be made to secure materials representing the various sides of public issues. The Library subscribes to the principles outlined in the "Library Bill of Rights", "Freedom to Read", and "Freedom to View" statements adopted by the American Library Association (ALA). These principles will be used by the Library as a guide in the selection process.
- F. Including materials in the collection does not constitute endorsement of their contents. The Library recognizes that any given item may offend some patrons but, because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups find them objectionable.

PROCEDURE:

- A. Patron needs are central to the selection process of the Library. The Library welcomes suggestions and comments from patrons. User suggestions for purchase will be evaluated in accordance with this policy.
- B. The Library participates in programs designed to provide patrons access to materials not owned, such as interlibrary loan, reciprocal borrowing agreements and access to Internet resources.

- C. The Library depends upon a variety of professional resources in evaluating materials to be added to the collection, including reviews, patron recommendations, bibliographies and media trade information.
- D. Bestseller lists and other indicators of potential interests are also used to anticipate popular demand.
- E. Remote electronic access to digital resources may be limited by licensing constraints.
- F. The Ankeny Kirkendall Public Library responds directly to community and customer interests by purchasing multiple copies. While the Library's budgetary resources do not allow for the purchase of multiple copies for every title owned, the budget is structured to provide multiple copies for high demand items. The number of duplicate copies purchased may be determined by the number of holds for a given type of material. The Library strives to meet temporary demand and still build a collection with breadth and depth.
- G. Collection Maintenance:
 - 1. To ensure that the library's collection is up-to-date and relevant to the community's needs, the usefulness of material previously added to the collection is reevaluated on a regular basis.
 - 2. Materials will be withdrawn if they are out-of-date, badly worn, damaged, or no longer being used. Space, the cost of replacement, and the appearance of the collection are also factors. Locally significant materials are not held to these standards and may be retained. Withdrawn materials may be donated, recycled or discarded.
- H. Gifts:
 - 1. The Library accepts gifts of materials with the understanding that the same guidelines of selection are applied to gifts as to materials acquired by purchase.
 - 2. Gift items not used for the collection will be donated to the Friends Foundation, recycled or discarded.
 - 3. Gift items that become part of the collection will be evaluated for retention on the same basis as other items.

Adopted by Library Board of Trustees: March 2002

Revised:

May 2005

Reviewed:

September 2008

April 17, 2014

June 27, 2019

February 17, 2022