



**Ankeny Kirkendall Public Library**  
**BOARD OF TRUSTEES**  
**Thursday, June 19, 2025**  
**Regular Meeting: 6:00 p.m.**  
**Location: City Council Chambers - Library**

## AGENDA

Agenda Item	Discussion Points
<b>I. Call to Order</b>	
<b>II. Public Comment</b>	
<b>III. Approval of Minutes</b>	A. May 17, 2025
<b>IV. Consent Agenda</b> Samuel Mitchel, Director	A. Financials
<b>V. Policy/Procedure Review</b>	A. Presenters Policy
<b>VI. Director's Report – Sam Mitchel</b>	
<b>VII. Department Reports</b>	A. Circulation – Erin Coughlin B. Public Services – Molly Guerra <ol style="list-style-type: none"> <li>1. Adult Services – Justin Armbruster</li> <li>2. Teen Services – Brena Barton</li> <li>3. Children Services – Kelly Munter, Brittany Burk</li> </ol> C. Acquisitions – Evan Anderson
<b>VIII. Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	A. Strategic Plan
<b>IX. Friends of the Library (<i>Update</i>)</b>	
<b>X. Old Business</b>	
<b>XI. New Business</b>	A. Director Evaluation: Committee Creation
<b>XIII. Adjourn</b>	A. Next Meeting: July 17, 2025

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

**Thursday, May 15, 2025**

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

**Location: Library**

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

**Staff:** Sam Mitchel

**Presenter/Guest:** Mariann Mori, State Library of Iowa Central Consultant; Monica Langin, ATW Training Solutions – Strategic Planning Consultant

Topic	Discussion
<b>Call to Order</b>	Meyer called the meeting to order.
<b>Approval of Minutes</b>	Stephenson motioned to approve. Medema seconded. All in favor.
<b>Public Comments</b>	
<b>Consent Agenda</b>	<p>Mitchel presented financials.</p> <ul style="list-style-type: none"> <li>• Run rate = 83.3%</li> <li>• Schuster inquired about the status of commissions from vending machines. Mitchel said that Nick Lennox, director of Parks and Recreation, is in communication with the vendors.</li> </ul>
<b>Policy/Procedure Review</b>	<ul style="list-style-type: none"> <li>• Materials Selection: Medema made a motion to change the word “internet” to “online” under Procedures Item B. Lucht seconded. All in favor.</li> </ul>
<b>Director’s Report</b>	<ul style="list-style-type: none"> <li>• Mitchel informed trustees that a director evaluation committee will need to be formed at the June meeting.</li> </ul>
<b>Department Reports</b>	<p>Mitchel presented department reports.</p> <ul style="list-style-type: none"> <li>• Schuster asked about the Polaris notifications delay. Mitchel said that the affected patrons are being contacted to get an alternate communication method (i.e. email). This seems to be affecting primarily patrons with AT&amp;T.</li> </ul>
<b>Committee Reports (Evaluation, Finance, Marketing, Policy, Staffing, etc.)</b>	<p>Strategic Plan</p> <ul style="list-style-type: none"> <li>• Committee members: Stephenson, Medema, and Mitchel</li> <li>• Mitchel met with ATW facilitator on 5/8 re: strategic planning timeline and next steps.</li> <li>• Committee will meet later in May to formulate the survey questions with input from trustees.</li> </ul>
<b>Friends of the Library (update)</b>	
<b>Old Business</b>	
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Strategic Planning Process Presentation by Mariann Mori (State Library of Iowa Central Consultant) – Items presented/discussed: <ul style="list-style-type: none"> <li>○ Trustee responsibility for strategic planning.</li> <li>○ Purpose of the 5-year plan: assist with successes and growth</li> <li>○ Community needs</li> <li>○ Library goals and objectives</li> <li>○ Required for accreditation and state funding</li> <li>○ Process: methods to gather and review data, garner community input via survey or focus groups, develop and review plan at a retreat, plan approval, implementation, and frequent evaluation.</li> <li>○ Medema and Stephenson discussed different data sources that could be</li> </ul> </li> </ul>

Topic	Discussion
	<p>considered such as PLA Project Outcome, State of Iowa Data Center, US Census.</p> <ul style="list-style-type: none"> <li>○ Meyer asked if most libraries do 3-year or 5-year plans. Mori confirmed most do 5-year.</li> <li>○ Meyer thanked Mori for her informative presentation, and the trustees discussed the topics further.</li> <li>• Adult Puzzle Palooza Program <ul style="list-style-type: none"> <li>○ Medema motioned to approve BYO alcohol at the after-hours program, Stephenson seconded. All in favor (Schuster was absent at vote).</li> </ul> </li> </ul>
<b>Continuing Education</b>	Strategic Planning Process Presentation and further discussion - 1 hour
<b>Executive Session</b>	
<b>Adjournment</b>	<p>Medema motioned to adjourn at 7:30PM.</p> <p>Next meeting: June 17, 2025</p>

Respectfully submitted, Sam Mitchel, Director

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

		<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY25</b>	<b>As of</b>	<b>FY 2025</b>	<b>%</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>5/31/2025</b>	<b>Balance</b>	<b>Expended</b>
							<b>Remaining</b>	
<b>Personal Services</b>								
Salaries and Wages	4101	627,972.10	677,830.34	720,126.47	723,280.00	646,664.21	76,615.79	89.41%
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	864,000.00	790,671.99	73,328.01	91.51%
Longevity	4109	2,557.59	2,807.58	3,269.10	4,000.00	3,692.16	307.84	92.30%
FICA	4116	100,504.98	108,192.25	113,975.82	122,119.00	107,251.68	14,867.32	87.83%
IPERS	4117	120,765.39	144,774.57	141,638.57	149,609.00	132,287.89	17,321.11	88.42%
Deferred Compensation	4119	5,000.06	5,000.06	5,000.06	5,000.00	4,615.44	384.56	92.31%
Employee Insurance	4120	104,591.00	107,940.82	126,673.46	128,911.00	118,054.89	10,856.11	91.58%
Workers Compensation	4122	1,243.00	1,303.00	1,576.00	1,936.00	1,936.00	0.00	100.00%
<b>Total Personal Services</b>		<b>1,671,913.28</b>	<b>1,800,349.33</b>	<b>1,900,831.73</b>	<b>1,999,855.00</b>	<b>1,805,846.63</b>	<b>194,008.37</b>	<b>90.30%</b>
<b>Contractual Services</b>								
Legal and Recording Services	4212	0.00	495.00	765.00	1,000.00	465.00	535.00	46.50%
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	61,100.00	70,505.57	(9,405.57)	115.39%
Waste Management Services	4224	1,004.92	715.54	1,131.46	1,300.00	1,227.26	72.74	94.40%
Land and Tree Services	4227	1,975.35	2,113.05	17,634.51	6,000.00	3,234.00	2,766.00	53.90%
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	10,380.00	9,698.78	681.22	93.44%
Electric Charges	4247	58,142.88	59,856.64	65,217.69	73,000.00	59,905.74	13,094.26	82.06%
General Insurance	4251	60,584.47	69,254.39	78,923.67	122,035.00	122,034.52	0.48	100.00%
Dues, Memberships, and Licenses	4261	35,106.14	46,189.17	57,833.36	61,000.00	60,091.34	908.66	98.51%
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	140,000.00	113,389.98	26,610.02	80.99%
Electronic Services	4273	3,734.45	4,953.15	5,932.64	6,000.00	4,914.15	1,085.85	81.90%
Special Program/Event Services	4292	9,246.50	8,564.80	10,053.10	11,000.00	6,072.99	4,927.01	55.21%
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%
<b>Total Contractual Services</b>		<b>376,219.88</b>	<b>425,417.98</b>	<b>427,929.58</b>	<b>513,115.00</b>	<b>459,575.01</b>	<b>53,539.99</b>	<b>89.57%</b>
<b>Commodities</b>								
Office Supplies	4310	9,339.11	9,930.86	9,618.55	11,000.00	7,333.99	3,666.01	66.67%
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	12,376.52	623.48	95.20%
Circulation Materials	4344	19,777.92	10,078.76	12,600.05	20,000.00	10,935.85	9,064.15	54.68%
Library Books/Reference Materials	4345	148,751.34	148,990.58	153,333.18	154,000.00	151,648.96	2,351.04	98.47%
Multimedia Materials	4346	77,659.07	84,263.61	71,877.04	73,000.00	72,518.28	481.72	99.34%
On-Line Subscriptions	4347	20,574.04	20,809.28	48,356.39	51,300.00	51,097.91	202.09	99.61%
Safety Equipment	4352	0.00	0.00	0.00	1,800.00	1,790.00	10.00	99.44%
Minor Equipment	4354	16,574.88	6,758.37	6,093.18	10,000.00	4,541.73	5,458.27	45.42%
Building Maintenance Supplies	4380	15,998.79	19,776.81	14,193.16	23,000.00	10,786.93	12,213.07	46.90%
<b>Total Commodities</b>		<b>331,144.69</b>	<b>321,320.37</b>	<b>335,135.46</b>	<b>366,300.00</b>	<b>331,788.66</b>	<b>34,511.34</b>	<b>90.58%</b>
<b>Capital Outlay</b>								
Building Improvements	4420	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Debt Service</b>								
Equipment Reserve Payments	4595	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Expenditures</b>		<b>2,379,277.85</b>	<b>2,547,087.68</b>	<b>2,663,896.77</b>	<b>2,879,270.00</b>	<b>2,597,210.30</b>	<b>282,059.70</b>	<b>90.20%</b>
<b>FTEs</b>		<b>22.85</b>						

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

		<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>As of</b>	<b>FY 2025</b>	<b>%</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>May 31, 2025</b>	<b>Balance Remaining</b>	<b>Received</b>
Commissions	3415	467.02	460.20	918.23	0.00	0.00	0.00	
Lease/Rent Payments	3420	0.00	0.00	0.00	0.00	0.00	0.00	
Facility Rental	3422	29,994.15	81,900.53	92,326.08	51,000.00	62,389.00	(11,389.00)	122.33%
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	158,260.00	158,260.00	0.00	100.00%
Other Local Contributions	3509	5,000.00	0.00	0.00	0.00	0.00	0.00	
State Library Open Access	3516	14,629.69	12,130.41	9,209.71	9,651.00	9,651.04	(0.04)	100.00%
Operating Grants	3517	16,430.18	16,856.61	16,875.07	17,038.00	17,037.73	0.27	100.00%
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	10,000.00	11,617.85	(1,617.85)	116.18%
Miscellaneous Service Charges	3699	1,335.51	1,129.05	1,205.18	1,000.00	1,092.98	(92.98)	109.30%
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	334.95	65.05	83.74%
Private Contributions	3831	0.00	0.00	564.31	0.00	2,105.00	(2,105.00)	
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	16,400.83	(400.83)	102.51%
Lost Materials	3868	4,758.18	3,779.14	4,320.97	4,000.00	3,924.98	75.02	98.12%
Legal Settlement/Damages	3869	2,567.08	2,287.08	2,231.93	2,000.00	2,466.09	(466.09)	123.30%
Overages/Shortages	3891	74.17	36.53	38.61	0.00	93.06	(93.06)	
Miscellaneous Other	3899	0.00	0.00	0.00	0.00	0.00	0.00	
<b>Total Revenues</b>		<b>261,656.97</b>	<b>334,863.53</b>	<b>326,102.57</b>	<b>269,349.00</b>	<b>285,527.51</b>	<b>(16,178.51)</b>	<b>106.01%</b>

**Director's Report  
May 2025**

**I. Personnel**

- Aurora Michael-Caceres began working as the summer intern.
- Employment Anniversaries
  - Shelley Clay, Library Associate, 28 years
  - Martha Bremer, Library Associate, 17 years
  - Sarah Cubit, Library Associate, 6 years
- Administrative Team conducting staff performance appraisals

**II. Facility**

- Monthly AED and fire extinguisher inspections

**III. Misc.**

- 5/5: Metro-area Library Directors meeting
- 5/6: Military leave training for supervisors
- 5/8: ATW strategic planning meeting
- 5/9: Iowa Urban Library Assoc. meeting
- 5/16: FT staff meeting
- 5/20: Strategic Plan Committee and ATW met to formulate community survey.
- 5/29: Summer Library Program kickoff
- Notary appointments: 8

**IV. Marketing/Communication**

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

Resources	Services	Information	Relationship
<ul style="list-style-type: none"><li>• Sublimation printer via eNewsletter</li><li>• Technology Resources and services highlights via Facebook</li></ul>	<ul style="list-style-type: none"><li>• May programs, book discussions, author talks, via social media, eNewsletter, lobby digital display, and calendars.</li></ul>	<ul style="list-style-type: none"><li>• Summer Library Programs via Ankeny Living and eNewsletter</li><li>• AT&amp;T text notifications issue via eNewsletter</li><li>• Friends t-shirt fundraiser via eNewsletter</li></ul>	<ul style="list-style-type: none"><li>• 5/13, 27: City departments meeting</li></ul>

Sam Mitchel

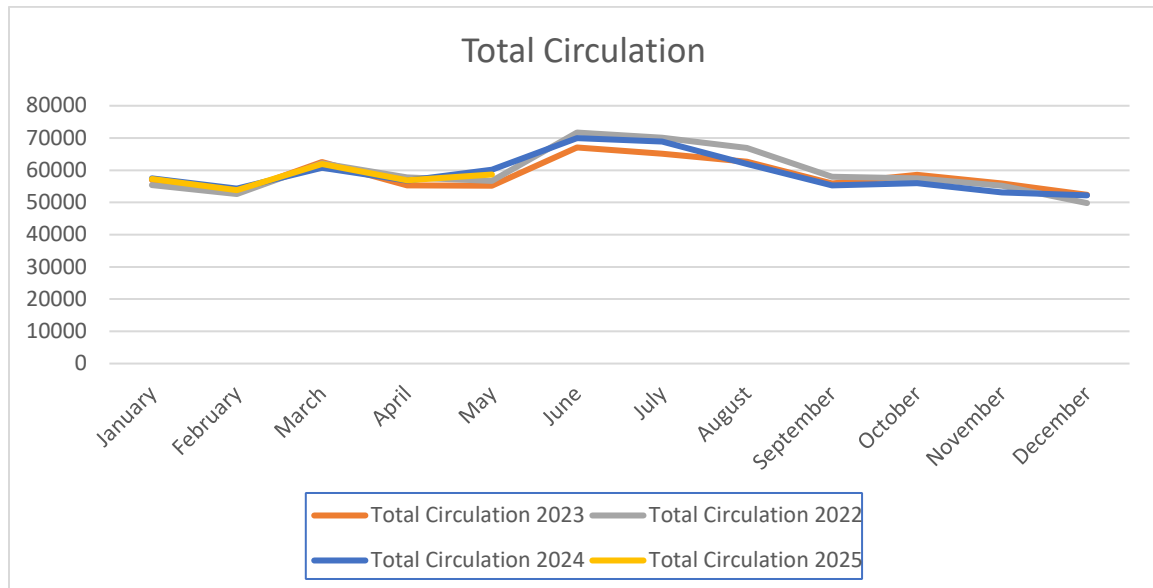
**By: Erin Coughlin**

**Date: 6/1/2025**

- Our busiest day was May 29, 2025 with 2,862 visitors. This was the day of our Summer Library Program Kickoff. We also had busy days on May 27 (1602 visitors) and May 28 (1654 visitors). Those were the first days of no school for kids and the pool was not open yet, and the weather was rainy. The Library was very busy those days, and it was wonderful to see kids and families using the Library.
- We had 30 volunteers helping during April for a total of just over 197 hours, for an average of 6 hours and 22 minutes/day of volunteer time. I also trained 9 new volunteers in April.
  - On May 2, we had about 12 seniors from Ankeny Centennial volunteer for about 2 hours. It was rainy, so we found an indoor activity for them – straightening and dusting shelves and helping fill our swag bags for the Summer Library Program.
- The Adventure Pass Program officially reopened on May 29<sup>th</sup>. There is currently a bug in the system that the software developer is working on, but it's been incredibly popular. Almost all, if not all, of our passes are booked for the next 60 days (the furthest out people can book the pass).
- Polaris upgraded our ILS on May 29<sup>th</sup> as well. There's been a few glitches and hiccups, but they are working on fixing them, and both staff and patrons have been very patient when things were not working as they should.
- Circulation Trends: Our overall circulation was up 6% - again mostly due to digital circulation of digital audiobooks and magazines which are still seeing major increases.
- Completed 5 evaluations this month and finished training two new associates and our summer intern.
- Goals for June:
  - Focus on assisting circulation staff as this is our busiest time of the year.
  - Complete 5 additional evaluations – this will get us “caught up” on evaluations for staff I directly supervise.

## May Circulation Statistics

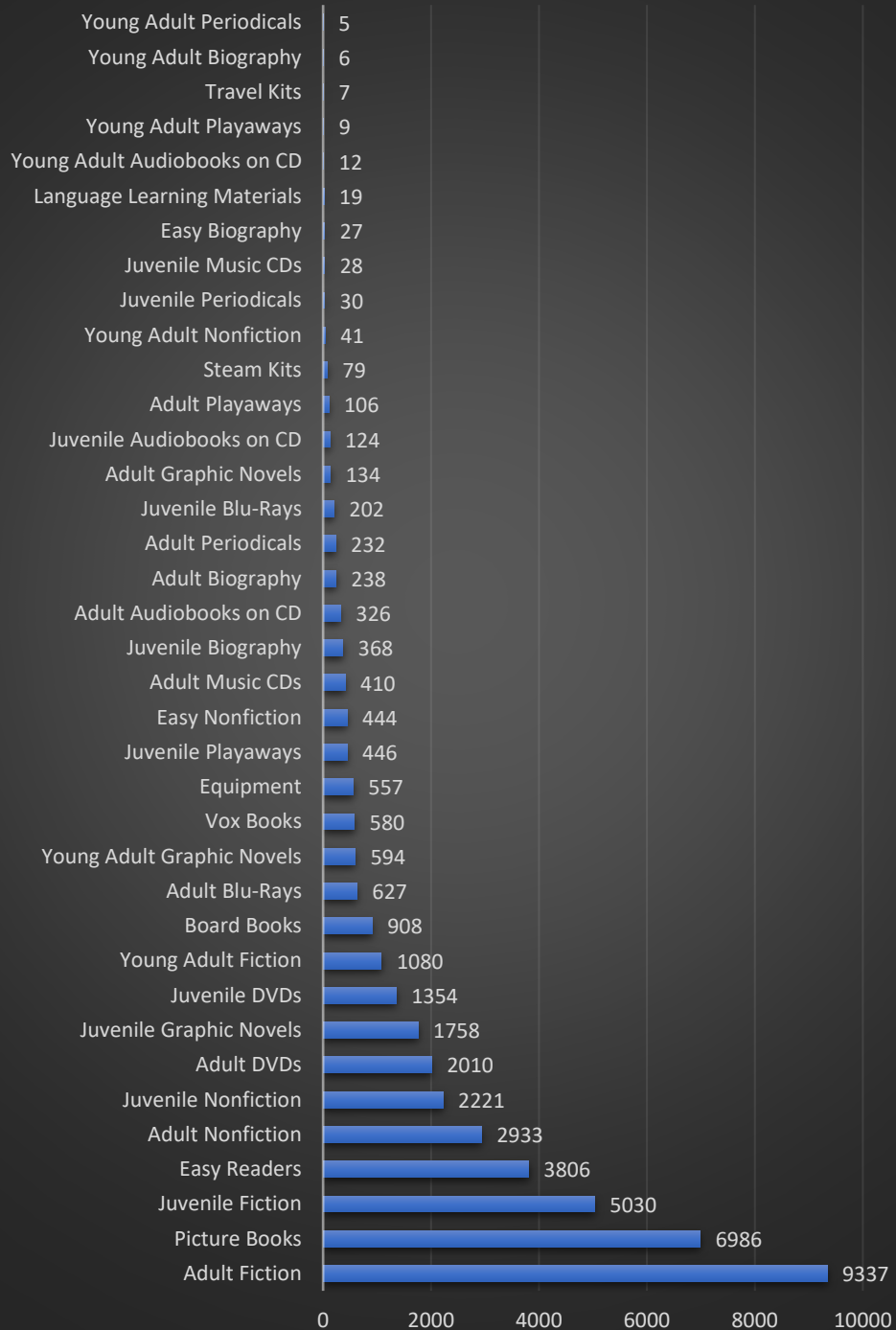
	May 2025	May 2024	Difference	July 2024 - May 2025	July 2023 - May 2024	Difference
<b>Physical Checkouts &amp; Renewals (including Automatic)</b>						
<i>Books</i>	36517	36434	0%	396729	409623	-3%
<i>Videos</i>	4193	4843	-13%	54028	68293	-21%
<i>Audio</i>	1461	1431	2%	15043	14978	0%
<i>Magazines &amp; Other</i>	903	908	-1%	9961	10060	-1%
<b>Total Print Transactions</b>	<b>43074</b>	<b>43616</b>	<b>-1%</b>	<b>475761</b>	<b>502954</b>	<b>-5%</b>
<b>Downloadable Transactions</b>						
<i>Ebooks</i>	5,506	5068	9%	60,490	56,793	7%
<i>Audiobooks</i>	8,257	5990	38%	82,144	62,654	31%
<i>Magazines</i>	1797	498	261%	17,157	6,259	174%
<i>Adventure Pass</i>	18	56	-68%	406	610	-33%
<b>Total Downloadable Transactions</b>	<b>15,578</b>	<b>11612</b>	<b>34%</b>	<b>160,197</b>	<b>126,316</b>	<b>27%</b>
<b>Total Circulation (Physical + Downloadable)</b>	<b>58,652</b>	<b>55228</b>	<b>6%</b>	<b>635,958</b>	<b>629,270</b>	<b>1%</b>
<b>Highlights</b>						
<i>Steam kits</i>	77	77	0%	766	929	-18%
<i>WiFi Hotspots</i>	0	74	-100%	57	786	-93%
<b>Residency Checkouts (Print Transactions)</b>						
<i>City of Ankeny</i>	37372	38104	-2%	405218	438730	-8%
<i>Rural/Unincorporated Polk County</i>	2775	2890	-4%	37074	31912	16%
<i>Open Access</i>	2929	2622	12%	33832	32026	6%
<b>Total Residency Checkouts</b>	<b>43076</b>	<b>43616</b>	<b>-1%</b>	<b>476124</b>	<b>502668</b>	<b>-5%</b>
<b>Cardholders</b>						
<i>Basic Access</i>	329	308	7%	3262	3316	-2%
<i>Temporary</i>	15	9	67%	102	130	-22%
<i>Organization</i>	0		#DIV/0!	1	1	0%
<i>Online</i>	53	53	0%	582	505	15%
<b>Total New Cardholders</b>	<b>397</b>	<b>370</b>	<b>7%</b>	<b>3947</b>	<b>3952</b>	<b>0%</b>
<b>Total Active Cardholders</b>	<b>27959</b>					
<b>Visitors</b>						
	33666	30492	10%	333760	309972	8%





## Circulation by Collection

### May 2025 Print Checkouts and Renewals





# Public Services Report – May 2025

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

### **Highlights:**

In May, the Public Services Department was busy preparing for Summer Library Program. Finalizing plans for our “Swag Bags” and preparing thousands of bags to hand out to those that registered for the Summer Library Program. We began registration on May 15<sup>th</sup> and had well over 2,500 people register in the month of May. We also welcomed a new library associate, Heather Lilienthal, and trained her on the Reference and Children’s Desks. Aurora Michael-Caceres began her internship on May 19<sup>th</sup>, and we are all very grateful for her help.

### **Accomplishments:**

- Completed one full-time evaluation
- Trained one new library associate
- Trained the summer library intern
- Completed three hours of continuing education
- Hosted our first all ages event with over 2,500 attendees and very positive feedback
- Worked to with meeting room rentals for a variety of private events

### **Upcoming Goals:**

- Complete one full-time staff evaluations and one part-time staff evaluation
- Observe and learn about Summer Library Program at AKPL
- Work closely with library intern
- 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 – May 2025

FY25	May 2025		Year to Date by Age Level		May 2024	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
Early Learners (0-5)	1	88	273	11166	15	534
School Age (6-11)	0	0	29	1478	1	500
Tween/Teen (12-18)	12	130	122	1216	9	84
Adult (18+)	34	333	298	3234	30	252
General Interest	2	2600	45	8051	7	427
Monthly Total	49	3151			62	1797
Year to Date of All Program Types	771	25320			919	22785
<b>Additional services</b>	<b>May 2025</b>		<b>FY25 Year to Date</b>		<b>May 2024</b>	
Technology Appointments	7		67		5	
Exam Proctoring	2		29		2	
Notary Appointments	94		646		45	
Patron Computer Usage	1367		14015		1596	
Reference Interactions	NA		4024		1030	
Youth Scavenger Hunt	882		7342		882	
Storytime To-Go Kits	1000		11700		1000	
Unique Wireless Usage	4774		49741		3455	
<b>Room Usage</b>	<b>May 2025</b>		<b>FY25 Year to Date</b>		<b>May 2024</b>	
Children/Teen Program Rooms	10		319		0	
City Council Chambers	17		175		22	
Conference Rooms and Lounge B	567		5781		569	
Meeting Rooms (A, B, C, ABC, BC)	79		720		63	
Makerspace	84		392		27	
Off-Site /Virtual / Misc.	10		55		2	
<b>Total Usage</b>	<b>767</b>		<b>7442</b>		<b>683</b>	
<b>Digital Resources (Included)</b>	<b>May 2025</b>		<b>FY25 Year to Date</b>		<b>May 2024</b>	
Ancestry Library Edition	128		1984		1093	
Brainfuse: HelpNow	74		1163		12	
Brainfuse: JobNow / VetNow	54		200		4	
Consumer Reports	469		7884		437	
Heritage Quest	0		1059		89	
Hoopla	1072		10674		1021	
Library Speakers Consortium	2047		15544		845	
Lote4Kids	3		272		52	
New York Times Online	stats not received 06/05/25		5593		632	
Novelist K-8	0		0		--	
Novelist Plus	36		1564		936	
Novelist Select	491		5305		580	
Reference Solutions	67		545		4	
ValueLine	1935		16411		1822	
<b>Digital Resources (Not Included)</b>						
Niche Academy	34		230		30	
<b>Total Usage (Included Only)</b>	<b>6376</b>		<b>68198</b>		<b>7527</b>	



# Public Services Report – May 2025

## Youth Services Report by Brittany Burk and Kelly Munter

### Summary

We spent most of May putting final touches on our summer library program, working on training staff, decorating the building, and stuffing our free swag bags. Registration began on May 15, and we were so happy to have over 2,000 patrons sign up before the end of May. This month we had **678 complete the scavenger hunt and roughly 2,500 attend our Jim Gill concert, based on numbers from the District!**

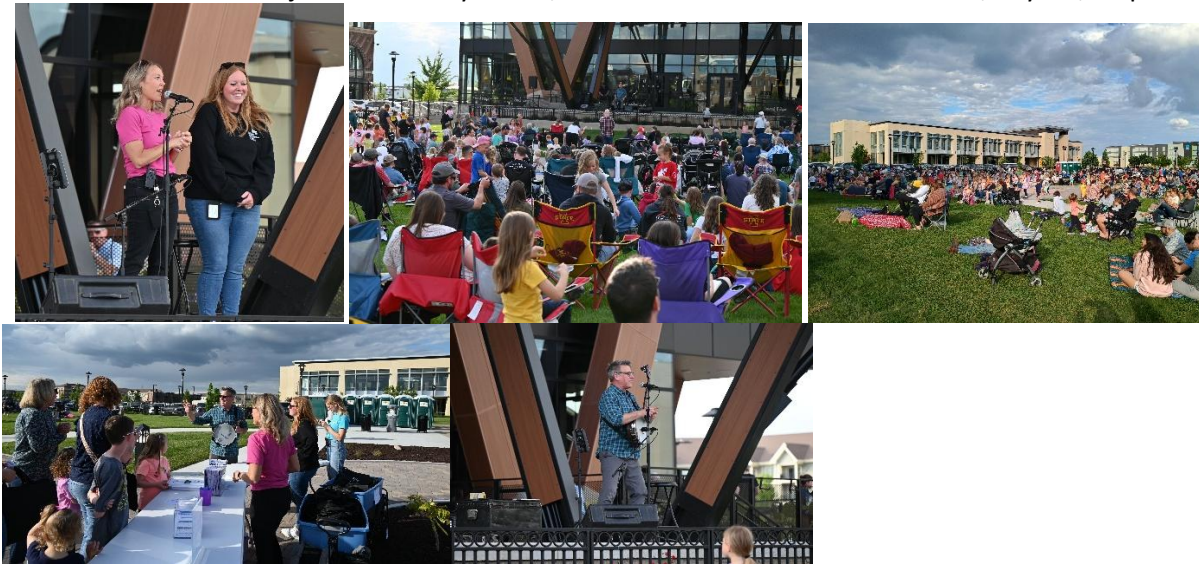
### Feeling Festive

Here are some of the new changes we made in the youth department.



### 2025 Summer Library Kickoff

Jim Gill did such an amazing job, as always! AND we beat our attendance from 2022. The weather was perfect, patrons got their swag bags filled with coupons, kids were dancing, and about 70 people stuck around for musician Chad Elliott, who also did a fabulous job! Our library intern, Aurora and communications intern, Payton, helped out a ton too!



### Goals

Our biggest goal is to continue providing educational and fun events for families and kids, especially for much greater numbers during the summer months!

- 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 ongoing partnerships,
- Plan and research fall programming



## Teen Services Report by Brena Barton

### Summary:

- Week 1 – 17
- Week 2 – 18
- Week 3 - 52
- Week 4 – 15
- Week 5 - 131

Total Patrons at events this month: 233 (average of 18)

Number of Technology/Patron Appointments: 0

Total Notary Appointments: 18

### Teen Events Overview:

#### **Books and Bagels (AHS)**

We had 17 people attend our final meeting of Books and Bagels for the 2024-2025 school year! I talked with Mrs. Wirtz and we decided for next year to meet on the first Monday rather than the first Friday so that more band kids can attend.

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#### **Fiber and Friends: Teen Craft and Chat**

We had 9 teens attend the first meeting!

#### **Fun Friday (Northview)**

Nine students attended the final Fun Friday for the 2024-2025 school year! Some of the students asked if in September we could start an Anime Club that met on a Thursday so I plan to try that out in the fall since they seemed very interested in it. I also got to visit Northview earlier in the week to talk to one of their history teachers, Jay Sikkink, about displaying some projects that Northview students were working on at the library in the teen room in honor of the 150<sup>th</sup> year anniversary of Ankeny! They had made coloring pages for kids and puzzles for tweens/teens to complete and then be displayed during Summerfest. After the display is over, we will send the materials to the Ankeny Historical Society.

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#### **Fiber and Friends: Teen Craft and Chat**

We had 6 attend the second meeting!

#### **Pokémon Club**



We had 13 attend Pokémon Club! I did hear back from a mom that her son had earned \$75 from a Pokémon trade and she was concerned that her son had scammed another kid. I explained our wording (Please note that library staff cannot monitor trades and that participants are responsible for keeping track of any cards and other materials that they bring to this event.) and she was worried that it wasn't inclusive enough to explain monetary trades that kids may make, so I decided that going forward the wording would include "Monetary trades are not allowed" so that will hopefully stop teens from bringing in cash to trade.

#### **Teen Advisory Group (TAG)**

There were 6 teens who showed up to TAG!

#### **ACHS Book Club**

There were 10 students who attended to discuss *Vera Wong's Unsolicited Advice for Murderers* by Jesse Q. Sutanto and decided for June to do *Everyone In My Family Has Killed Somebody* by Benjamin Stevenson.





# Public Services Report – May 2025

## Books and Bagels (ACHS)

We had 14 people at the final Books and Bagels for the 2024-2025 school year!

## Hawk Book Time (Southview)

We had three students attend and we talked about *All My Rage* by Sabaa Tahir for the final Hawk Book Time of the 2024-2025 school year! We would have had more but some of the students had band/choir practice for their end of the year concerts. We also talked about changing the name for next year.

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## Fiber and Friends: Teen Craft and Chat

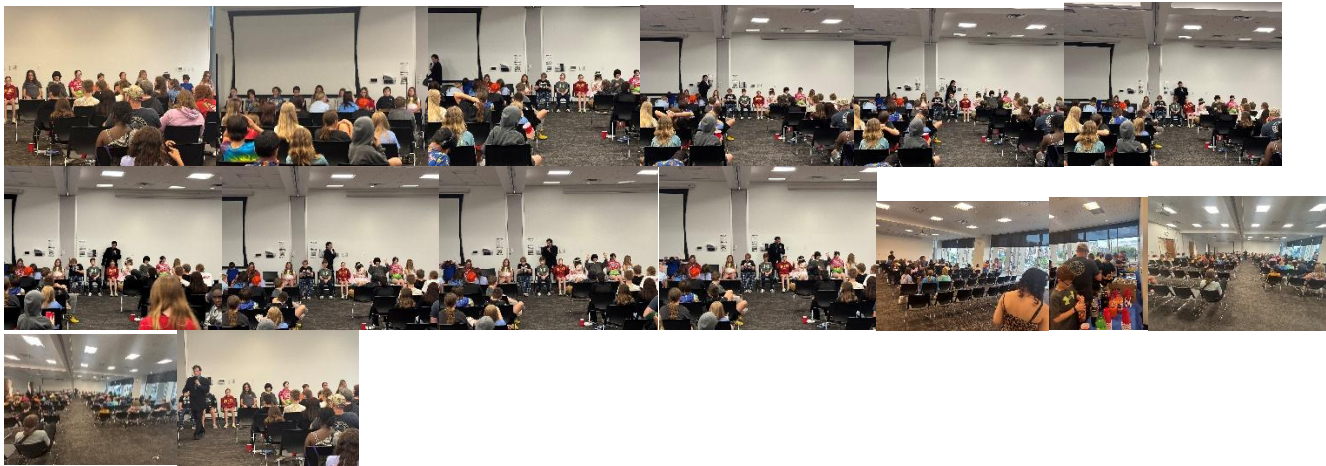
We had 11 attend!

## ACOTAR Book Club

We had four people attend to discuss the second book in the ACOTAR series, *A Court of Mist and Fury*. We plan to read the third book, *A Court of Wings and Ruin*, on June 24!

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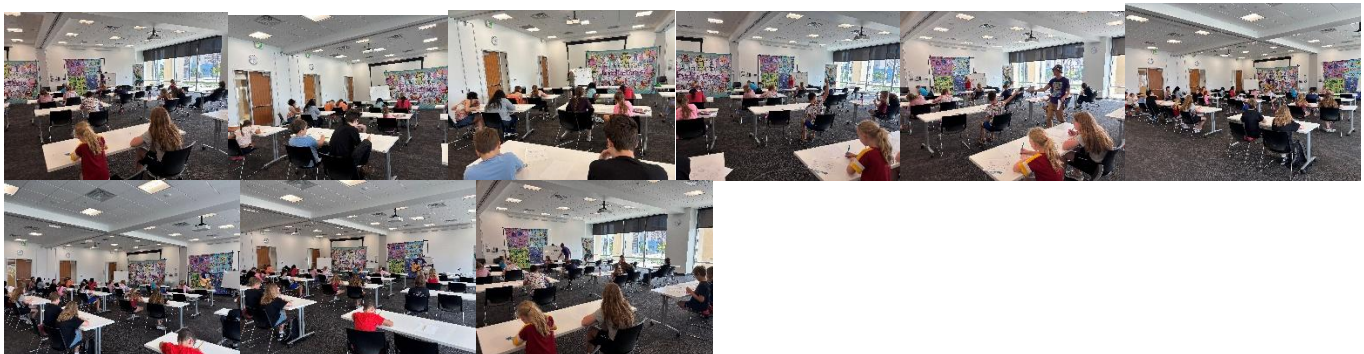
## Hypnotism with Ben Ulin – Teen Summer Library Kickoff



We had 103 attend this event, and over 117 sign ups online! I think the discrepancy in numbers was from a few families that thought they should bring their younger kids. It was really sweet, however, because after the event a kid came up to me and asked if we were going to do this again in three years because he was a third grader but was already excited for when it was going to be his turn to attend! We were able to get Buffalo Wild Wings to donate 500 wings too which was really great!

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## Create Your Own Comics- With Do Art Productions



We had 28 attend this event! Do Art Productions was really easy to work with and their workshop was fun and popular.



# Public Services Report – May 2025

## Goals:

May was a great month! I thought that the SLP Kickoff was super fun and I think that it really helped energize the teens for the upcoming summer activities at the library! We already have so many June events that are waitlisted/full, and a couple of July as well.

1. Utilize TAG to assist in program preparations/tear down and continue to build up connections within the group
2. Continue updating bookmarks and reels for readers advisory/TAG
3. Prepare for the SLP teen programs
4. Prep monthly take-home teen craft and teen puzzles in the teen room
  - a. May's craft – Origami Stars; June's – Squishies; July's – Fidget Bookmarks
5. Prep summer photo scavenger hunt puzzle in the teen room

I had no frustrations in May 😊

## Adult Services Report by Justin Armbruster

OverDrive Checkouts		15,560
Documents Notarized		49
Book a Librarian Appointments		7 (five scheduled, two walk-in)
Reference Transaction		27
Proctored Exams		2

In May, we kicked off our Summer Library Program with two all ages musicians and a hypnotist for teens. The event was a huge success and a massive undertaking. Working with another staff member, we set up a table at the top of the steps leading up to the library to distribute the swag bags for SLP participants. For well over an hour, we had a line that went down the steps and down the sidewalk. We handed out hundreds of bags and spoke to many more. From what I understand, it was highest attendance we've had for a kickoff event. The entire event went very smoothly, especially thanks to the hard work and planning from staff members. Additionally, I have been training myself on the sublimation printer, as well as using Cricut accessories I have not used prior. For instance, I helped a patron use our mug press to put designs on her tumbler.

My goals for June include advertising a couple of special SLP programs, especially Puzzle-Palooza and another event promoting healthy hearing. I would love to see us hit our registration limit for the puzzle program, as well as getting at least a dozen attendees for our healthy hearing event. Another goal is looking into starting a silent book club. They have been gaining popularity and I would like to see if it's something our community would enjoy. Often billed as a "book club for introverts," there is no assigned book/author, but participants silently read together in "quiet camaraderie."

In terms of frustrations this month, I did not have any significant ones, other than the PA system buzzing all day.

## Acquisitions/Cataloging Report – May 2025

Inflation has taken a toll on the library's ability to grow the collection, even with offsets from budget increases. For books, in the last twelve months (the span of the current FY) we added 9,390 print items. This is about 2.5% fewer items from the previous twelve months (9,623). In comparison, the line item increased 2% from \$151,000 to \$154,000. Another way to consider this, we spent an average of \$15.69 per book last year, up to \$16.40 this year (4.5% higher).

These differences are not enormous for one year, but will aggregate over time unless either the budget grows more or inflation cools.

<b>Print Collections</b>	<b># Added</b>	<b>A/V Collections</b>	<b># Added</b>
Adult Biography	20	Adult Audio Books	30
Adult Fiction	570	Adult Blu-Rays	26
Adult Graphic Novels	4	Adult DVDs	22
Adult Non-Fiction	177	Adult Music CDs	11
		Adult Playaways	12
Picture books	34		
Board books	5	Juvenile Audio Books	0
Easy Non-fiction	1	Juvenile Blu-rays	1
Easy Readers	17	Juvenile DVDs	0
Vox Books	23	Juvenile Music CDs	0
		Juvenile Playaways	11
Juvenile Biography	3		
Juvenile Fiction	41	Young Adult Audio Books	0
Juvenile Graphic Novels	14	Young Adult Playaways	2
Juvenile Nonfiction	12		
		<b>Totals</b>	<b>115</b>
YA Biography	0		
YA Fiction	31		
YA Graphic Novels	6		
YA Nonfiction	2		
<b>Totals</b>	<b>960</b>		

### Twelve Month Comparative Totals

	<b>5/24</b>	<b>6/24</b>	<b>7/24</b>	<b>8/24</b>	<b>9/24</b>	<b>10/24</b>	<b>11/24</b>	<b>12/24</b>	<b>1/25</b>	<b>2/25</b>	<b>3/25</b>	<b>4/25</b>
<b>Print</b>	755	767	611	979	900	1013	759	507	800	605	976	718
<b>A/V</b>	106	78	154	140	98	119	85	102	58	116	92	103



Ankeny Kirkendall Public Library  
Ankeny, Iowa

The Mission of the Ankeny Kirkendall Public Library is to be a welcoming and inclusive community center of learning experiences and entertainment, interaction and connection.

**SUBJECT:**           **Program Presenters**

**BACKGROUND:**   The Ankeny Kirkendall Public Library supports its mission by offering programming for members of the community.

- A. **POLICY:**       The Ankeny Kirkendall Public Library is committed to providing the public with additional opportunities for information, education and entertainment through library programs. Responsibility for program presenters lies with library staff, who apply professional knowledge, experience, and this policy in selecting program presenters. Ultimate approval and responsibility for program presenters lies with the Director.

The library may draw upon other community resources in developing programming and will actively partner with other community agencies, organizations, educational and cultural institutions or individuals to develop and present and/or co-sponsor public programs. Library sponsorship of a program does not constitute an endorsement of content, program, or views expressed by participants, topics or speeches. Presenters may not publicize programs without approval from the library. All programs must be free and open to all members of the public.

- The only items that may be sold during a program to the public are books, recordings, or works of art created by the presenter.
- Performer must handle the sale of these items.
- Cards and brochures may be displayed

**PROCEDURE:**     A. Library Staff use the following criteria in making decisions regarding program topics, speakers, and resources:

- Community needs and interest
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background and qualifications in content area
- Budget
- Historical and educational significance

- Connection to other community programs
- Relation to library collection, resources, exhibits and programs

B. Library program presenters who are affiliates of commercial enterprises may provide general knowledge without direct promotion of a business.

C. A presenter must complete an application which will be reviewed by library staff. Once the application is approved a Presentation Agreement must be completed by agreed upon deadline. Applications and Agreements will be provided by library staff.

D. Program registration may be required for planning purposes or when space is limited.

E. Library programs and classes may be cancelled for various reasons including; presenter conflict, severe weather or low registration numbers.

F. Concerns regarding the approval of presenters or program decisions will need to first be discussed with the Library Director and/or appropriate staff. If after meeting with the Director and/or other Library Staff the individual remains concerned about the decision, he/she is encouraged to send their concerns in writing to the Board of Trustees via the Library's *Statement of Concern about Library Materials & Programs Reconsideration Request Form*. The written concern will be reviewed and discussed at the next regularly scheduled meeting. The individual is encouraged to attend the meeting in order to present on their concerns. Library Staff will also be requested to present their written comments on the matter. The Trustees will consider all aspects of the issue and make a final decision following the meeting.

Adopted by Library Board of Trustees: 2010

Revised:

March 17, 2022

Reviewed:

April 17, 2014